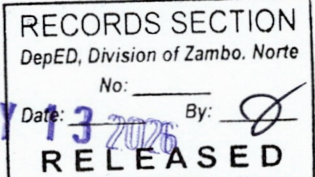




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent


May 13, 2026

Division Memorandum  
No. 254, s. 2026

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT FOR APPROVED  
PLANTILLA ALLOCATION LIST (PAL)**

TO: Public Schools District Supervisors  
School Principals and School Heads  
Section/ Unit Heads  
All concerned personnel

1. With the approval of the Plantilla Allocation List (PAL) **due to ECP and Reclassification of Items in Elementary and Secondary**, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Appointment In-charge, Personnel Unit of this division on or before **May 19, 2026**.
2. Attached herewith is the list of requirements that need to be complied with before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09108660158 and connect to Personnel Section, email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).
4. Immediate and widest dissemination of this memorandum is desired.

  
**MAJARANI M. JACINTO EdD, CESO V**  
Office of the Schools Division Superintendent

Encl: As stated

PERSONNEL/cjj/DM- SubmitPertinentPapersforAppointment  
0000009-2026/05132026



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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**Enclosure No. 1**

S/N	NAME OF APPOINTEE	POSITION TITLE	ITEM NUMBER	SCHOOL/DISTRICT
1.	<b>CERNA, ARJIE C.</b>	TEACHER III	OSEC-DECSB-TCH3-570383-2026	<b>Villaramos ES</b> Manukan II District
2.	<b>MANINGO, FAYE YVONNE V.</b>	TEACHER III	OSEC-DECSB-TCH3-570384-2026	<b>Gusa ES</b> Sindangan Central District
3.	<b>BELUAN, JAICEN ROSE A.</b>	TEACHER III	OSEC-DECSB-TCH3-570385-2026	<b>Jose Ochotorena ES</b> Katipunan I District
4.	<b>TAGALOGUIN, DIVINA B.</b>	TEACHER III	OSEC-DECSB-TCH3-570386-2026	<b>Ma. Ybarsabal ES</b> Siocon District
5.	<b>CONTENTO, MARIA EVELYN G.</b>	TEACHER III	OSEC-DECSB-TCH3-570387-2026	<b>Gusa ES</b> Sindangan Central District
6.	<b>PEPITO, JENY E.</b>	TEACHER III	OSEC-DECSB-TCH3-570388-2026	<b>Lawagan ES</b> Labason District
7.	<b>DUMAGUIT, SURAIDA A.</b>	TEACHER III	OSEC-DECSB-TCH3-570389-2026	<b>Lakiki ES</b> Sibuco District
8.	<b>HASSAN, SHEREEN N.</b>	TEACHER III	OSEC-DECSB-TCH3-570390-2026	<b>Sibuco CS</b> Sibuco District
9.	<b>CEREZO, GERARD CLARKE P.</b>	TEACHER III	OSEC-DECSB-TCH3-570391-2026	<b>Mantivoh ES</b> Sibuco District
10.	<b>ECHAVIA, JENIE E.</b>	TEACHER III	OSEC-DECSB-TCH3-570392-2026	<b>Sioran ES</b> Godod District
11.	<b>SIOKO, MERCY L.</b>	TEACHER III	OSEC-DECSB-TCH3-570393-2026	<b>Guimba Parang ES</b> Sibuco District



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12.	<b>ORTEGA, EDNALYN T.</b>	TEACHER III	OSEC-DECSB-TCH3-570394-2026	<b>Pitogo ES</b> Gutalac I District
13.	<b>TIGLEY, ANA LOREN M.</b>	TEACHER III	OSEC-DECSB-TCH3-570395-2026	<b>Alegria ES</b> Baliguian District
14.	<b>SALVA, BABIE JEAN B.</b>	TEACHER III	OSEC-DECSB-TCH3-570396-2026	<b>Sibulan Paaralan Ng Buhay</b> Labason District
15.	<b>VILLACAOL, ANGELA D.</b>	TEACHER III	OSEC-DECSB-TCH3-570397-2026	<b>Mawal ES</b> Bacungan (Leon B. Postigo) District
16.	<b>SALAZAR, PREMCILYN E.</b>	TEACHER III	OSEC-DECSB-TCH3-570398-2026	<b>Lomogom ES</b> Godod District
17.	<b>GALIDO, JULIET R.</b>	TEACHER II	OSEC-DECSB-TCH2-570077-2026	<b>Denuyan ES</b> Siayan District
18.	<b>PUDDIN, AL-KHALID D.</b>	TEACHER III	OSEC-DECSB-TCH3-570399-2026	<b>Puliran ES</b> Sibuco District
19.	<b>SALAGOSTE, ZENAIDA T.</b>	TEACHER III	OSEC-DECSB-TCH3-570400-2026	<b>Lomogom ES</b> Godod District
20.	<b>CARIL, ANISA B.</b>	TEACHER III	OSEC-DECSB-TCH3-570401-2026	<b>Sibuco CS</b> Sibuco District
21.	<b>SAIH, NARIA H.</b>	TEACHER II	OSEC-DECSB-TCH2-570078-2026	<b>Sibuco CS</b> Sibuco District
22.	<b>VERGARA, EXOPERIO II B.</b>	TEACHER III	OSEC-DECSB-TCH3-570402-2026	<b>Biwa ES</b> Bacungan (Leon B. Postigo) District
23.	<b>MANDAMIAN, LONIE B.</b>	TEACHER III	OSEC-DECSB-TCH3-570403-2026	<b>Candiz ES</b> Siocon District



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24.	<b>BUDDIH, JEMHAR B.</b>	TEACHER III	OSEC-DECSB-TCH3-570405-2026	<b>Anungan ES</b> Sibuco District
25.	<b>MERAL, ELENA B.</b>	HEAD TEACHER III	OSEC-DECSB-HTEACH3-570040-2026	<b>Silano ES</b> Piñan District
26.	<b>NASALA, OFELIO D.</b>	HEAD TEACHER III	OSEC-DECSB-HTEACH3-570041-2026	<b>Pian ES</b> Polanco I District
27.	<b>TAGOLUB, LORENZO A.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570032-2026	<b>Lomogom ES</b> Godod District
28.	<b>CAINTA, ADELA D.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570033-2026	<b>Teresita IS</b> Piñan District
29.	<b>AMBABANG, JHONY M.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570034-2026	<b>Sipit ES</b> Godod District
30.	<b>MAICTIN, VIVIAN P.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570035-2026	<b>Lumbia ES</b> Sindangan North District
31.	<b>BACSAL, MINDA V.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570036-2026	<b>Delucot ES</b> Godod District
32.	<b>DAGPIN, RICO G.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570037-2026	<b>Sianan ES</b> Godod District
33.	<b>CABIARA, MARGIE G.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570038-2026	<b>Gupot ES</b> Manukan II District
34.	<b>OCAMIA, ROGELIO JR. A.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570039-2026	<b>Lapayanbaja ES</b> Polanco II
35.	<b>GALINDO, JUNRY C.</b>	HEAD TEACHER II	OSEC-DECSB-HTEACH2-570040-2026	<b>Miampic ES</b> Godod District



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36.	<b>NAMIT, ADELINA A.</b>	HEAD TEACHER II	OSEC-DECSB- HTEACH2- 570041-2026	<b>Desin ES</b> Piñan District
37.	<b>ARABIA, SHERYLL L.</b>	HEAD TEACHER II	OSEC-DECSB- HTEACH2- 570042-2026	<b>Sianib ES</b> Polanco II
38.	<b>REQUILME, MONTANO JR T.</b>	HEAD TEACHER V	OSEC-DECSB- HTEACH5- 570042-2026	<b>Lanote ES</b> Sibuco District
39.	<b>ROLEDA, NENETH S.</b>	HEAD TEACHER III	OSEC-DECSB- HTEACH3- 570042-2026	<b>Lapatan ES</b> Labason District
40.	<b>PUSTA, FELIMARIE G.</b>	HEAD TEACHER II	OSEC-DECSB- HTEACH2- 570043-2026	<b>Dilawa ES</b> Piñan District
41.	<b>MAÑOSA, VERNELYN P.</b>	HEAD TEACHER II	OSEC-DECSB- HTEACH2- 570044-2026	<b>Limbonga ES</b> Godod District
42.	<b>TROYO, MAY GRACE O.</b>	TEACHER VI	OSEC-DECSB- TCH6-570854- 2026	<b>Comunal ES</b> Liloy I District
43.	<b>CATUBIG, IMELDA M.</b>	TEACHER V	OSEC-DECSB- TCH5-570300- 2026	<b>Mucas ES</b> Salug I District
44.	<b>PATAGANAO, VIVIAN G.</b>	TEACHER V	OSEC-DECSB- TCH5-570301- 2026	<b>Danao ES</b> Salug I District
45.	<b>ENGUITO, FE V.</b>	TEACHER VI	OSEC-DECSB- TCH6-570855- 2026	<b>Lawaan ES</b> Tampilisan District
46.	<b>ONTOLAN, ANNE S.</b>	TEACHER VI	OSEC-DECSB- TCH6-570856- 2026	<b>Malugas ES</b> Katipunan II District
47.	<b>TAPIS, GINA B.</b>	TEACHER VI	OSEC-DECSB- TCH6-570857- 2026	<b>Tapican ES</b> Liloy I District



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48.	<b>HAMOY, MAHALALEEL M.</b>	TEACHER VI	OSEC-DECSB- TCH6-570858- 2026	<b>Linay CS</b> Manukan II District
49.	<b>FABILLAR, RYNDIE L.</b>	TEACHER VI	OSEC-DECSB- TCH6-570859- 2026	<b>Comunal ES</b> Liloy I District
50.	<b>CABAÑOG, CATHERINE C.</b>	TEACHER VI	OSEC-DECSB- TCH6-570860- 2026	<b>Gayam ES</b> Liloy I District
51.	<b>OSAAN, MARIA LIZA S.</b>	TEACHER VI	OSEC-DECSB- TCH6-570861- 2026	<b>Buyos ES</b> Sindangan Central District
52.	<b>CABALLERO, ROSIELIE ANN J.</b>	TEACHER VI	OSEC-DECSB- TCH6-570862- 2026	<b>Molos IS</b> Tampilisan District
53.	<b>CULANCULAN, DIVINA G.</b>	TEACHER VI	OSEC-DECSB- TCH6-570863- 2026	<b>Siparok ES</b> Ponot (Jose Dalman) District
54.	<b>BARTONICO, RAQUEL T.</b>	TEACHER V	OSEC-DECSB- TCH5-570302- 2026	<b>Nabilid ES</b> Roxas I (Manuel A. Roxas) District
55.	<b>SAMUYA, FE N.</b>	TEACHER VI	OSEC-DECSB- TCH6-570864- 2026	<b>Farmington ES</b> Tampilisan District
56.	<b>TURTOGO, ROLLY B.</b>	TEACHER VI	OSEC-DECSB- TCH6-570865- 2026	<b>Comunal ES</b> Liloy I District
57.	<b>CRUZ, GENDEL A.</b>	TEACHER VI	OSEC-DECSB- TCH6-570866- 2026	<b>Lawaan ES</b> Tampilisan District
58.	<b>RELUYA, TERESITA Z.</b>	TEACHER VI	OSEC-DECSB- TCH6-570867- 2026	<b>Motibot IS</b> Sindangan North District
59.	<b>LUBRIDO, MARIA PAMELA A.</b>	TEACHER VI	OSEC-DECSB- TCH6-570868- 2026	<b>Tapican ES</b> Liloy I District



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60.	<b>CORPUS, JERRYLIN C.</b>	TEACHER VI	OSEC-DECSB-TCH6-570869-2026	<b>Denoman ES</b> Roxas I (Manuel A. Roxas) District
61.	<b>GUMALAL, MARY ANN M.</b>	TEACHER VI	OSEC-DECSB-TCH6-570870-2026	<b>Felipe Cadavedo IS</b> Katipunan II District
62.	<b>SAGLIBA, GERTRUDES G.</b>	TEACHER VI	OSEC-DECSB-TCH6-570871-2026	<b>Liloy CS</b> Liloy I District
63.	<b>VILLANUEVA, MARIA ROLINA A.</b>	TEACHER V	OSEC-DECSB-TCH5-570303-2026	<b>ALS</b> Roxas I (Manuel A. Roxas) District
64.	<b>MAGLINTE, GENELYN O.</b>	TEACHER VI	OSEC-DECSB-TCH6-570872-2026	<b>Siari P. Escabarte ES</b> Sindangan North District
65.	<b>PANER, LEMWEL D.</b>	TEACHER V	OSEC-DECSB-TCH5-570304-2026	<b>Roxas Special Education Center</b> Roxas I (Manuel A. Roxas) District
66.	<b>SUMAYLO, IRISH T.</b>	TEACHER VI	OSEC-DECSB-TCH6-570873-2026	<b>Felipe Cadavedo IS</b> Katipunan II District
67.	<b>SALING, IRISH N.</b>	TEACHER VI	OSEC-DECSB-TCH6-570874-2026	<b>Tamarok ES</b> Ponot (Jose Dalman) District
68.	<b>PAYLA, LYZIEL R.</b>	TEACHER V	OSEC-DECSB-TCH5-570305-2026	<b>Bandera ES</b> Polanco I District
69.	<b>AVES, GLADES B.</b>	TEACHER V	OSEC-DECSB-TCH5-570306-2026	<b>Isis ES</b> Polanco I District
70.	<b>ZAPANTA, ROMELYN S.</b>	TEACHER V	OSEC-DECSB-TCH5-570307-2026	<b>ALS</b> Liloy II District



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71.	<b>ATIG, RONELO D.</b>	TEACHER IV	OSEC-DECSB-TCH4-570366-2026	<b>ALS</b> Gutalac II District
72.	<b>HABAYBAY, AIRIS A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570875-2026	<b>Sigamok ES</b> Ponot (Jose Dalman) District
73.	<b>ARIP, MINDALYN M.</b>	TEACHER VI	OSEC-DECSB-TCH6-570876-2026	<b>Sindangan Special Education Center</b> Sindangan Central District
74.	<b>ESMADE, MARY FAITH A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570877-2026	<b>Roxas CS</b> Roxas I (Manuel A. Roxas) District
75.	<b>TOBIAS, ELIZABETH P.</b>	TEACHER VI	OSEC-DECSB-TCH6-570878-2026	<b>Doroteo Noval ES</b> Sindangan South District
76.	<b>FUENTES, RHINADEL A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570879-2026	<b>Molos IS</b> Tampilisan District
77.	<b>COLIS, MERILYN C.</b>	TEACHER VI	OSEC-DECSB-TCH6-570880-2026	<b>Dicoyong ES</b> Sindangan Central District
78.	<b>NASALA, JEAN M.</b>	TEACHER VI	OSEC-DECSB-TCH6-570881-2026	<b>Guinles ES</b> Polanco I District
79.	<b>BATI ON, NORALYN P.</b>	TEACHER VI	OSEC-DECSB-TCH6-570882-2026	<b>Doroteo Noval ES</b> Sindangan South District
80.	<b>JUAREZ, JOAN E.</b>	TEACHER VI	OSEC-DECSB-TCH6-570883-2026	<b>Anastacio ES</b> Polanco I District
81.	<b>ABELANIO, MARICRIS JOY B.</b>	TEACHER VI	OSEC-DECSB-TCH6-570884-2026	<b>Farmington ES</b> Tampilisan District



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82.	<b>MONTON, CHRISTY D.</b>	TEACHER VI	OSEC-DECSB-TCH6-570885-2026	<b>Tinaplan IS</b> Sindangan South District
83.	<b>LEGASPI, SHEILA C.</b>	TEACHER VI	OSEC-DECSB-TCH6-570886-2026	<b>Roxas CS</b> Roxas I (Manuel A. Roxas) District
84.	<b>MALAHAY, JULIEVY O.</b>	TEACHER VI	OSEC-DECSB-TCH6-570887-2026	<b>Mandih IS</b> Sindangan South District
85.	<b>RECENTES, JESSA GLYN L.</b>	TEACHER VI	OSEC-DECSB-TCH6-570888-2026	<b>Capasi ES</b> Roxas I (Manuel A. Roxas) District
86.	<b>ABILA, ELGEN M.</b>	TEACHER VI	OSEC-DECSB-TCH6-570889-2026	<b>Sigamok ES</b> Ponot (Jose Dalman) District
87.	<b>BICA, JEANELYN D.</b>	TEACHER VI	OSEC-DECSB-TCH6-570890-2026	<b>Tampilisan CS</b> Tampilisan District
88.	<b>PONCE, PRITCILYN N.</b>	TEACHER VI	OSEC-DECSB-TCH6-570891-2026	<b>Layawan ES</b> Sindangan Central District
89.	<b>ALMEDILLA, LIEZYL D.</b>	TEACHER VI	OSEC-DECSB-TCH6-570892-2026	<b>Nabilid ES</b> Roxas I (Manuel A. Roxas) District
90.	<b>VELASCO, MARIA FE A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570893-2026	<b>Nabilid ES</b> Roxas I (Manuel A. Roxas) District
91.	<b>LUMUCSO, EVELYN P.</b>	TEACHER VI	OSEC-DECSB-TCH6-570894-2026	<b>Nabilid ES</b> Roxas I (Manuel A. Roxas) District
92.	<b>CRUZ, JESSA C.</b>	TEACHER VI	OSEC-DECSB-TCH6-570895-2026	<b>La Concepcion ES</b> Sindangan Central District
93.	<b>ACORDA, JUANITA G.</b>	TEACHER VI	OSEC-DECSB-TCH6-570896-2026	<b>Sas IS</b> Gutalac II District



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94.	<b>ACAYLAR, LYN MICHELLE L.</b>	TEACHER VI	OSEC-DECSB- TCH6-570897- 2026	<b>Nabilid ES</b> Roxas I (Manuel A. Roxas) District
95.	<b>ABELLERIA, VISMINDA C.</b>	TEACHER VI	OSEC-DECSB- TCH6-570898- 2026	<b>Polanco CS</b> Polanco I District
96.	<b>TACLAP, LEO P.</b>	TEACHER VI	OSEC-DECSB- TCH6-570899- 2026	<b>Sto. Niño ES</b> Katipunan II District
97.	<b>RIZADA, WELROSE A.</b>	TEACHER VI	OSEC-DECSB- TCH6-570900- 2026	<b>Disud ES</b> Sindangan North District
98.	<b>GLORIA, LIZA R.</b>	TEACHER IV	OSEC-DECSB- TCH4-570367- 2026	<b>Ponot CS</b> Ponot (Jose Dalman) District
99.	<b>BERMUDO, ROSEMARIE P.</b>	TEACHER IV	OSEC-DECSB- TCH4-570368- 2026	<b>Tubod ES</b> Tampilisan District
100.	<b>ENAO, SHEILA C.</b>	TEACHER IV	OSEC-DECSB- TCH4-570369- 2026	<b>Sibayog ES</b> Katipunan II District
101.	<b>AMPIL, MAY S.</b>	TEACHER IV	OSEC-DECSB- TCH4-570370- 2026	<b>Tilubog ES</b> Tampilisan District
102.	<b>CAMANSE, JULIET B.</b>	TEACHER VI	OSEC-DECSB- TCH6-570907- 2026	<b>Tingingaan ES</b> Tampilisan District
103.	<b>ESCUADRO, JOCELYN M.</b>	TEACHER VI	OSEC-DECSB- TCH6-570908- 2026	<b>Liloy CS</b> Liloy I District
104.	<b>DONDOYANO, CONCEPCION A.</b>	TEACHER VI	OSEC-DECSB- TCH6-570909- 2026	<b>New Dapitan ES</b> Tampilisan District
105.	<b>TUMPAG, GISELLE A.</b>	TEACHER VI	OSEC-DECSB- TCH6-570910- 2026	<b>ZNAC ES</b> Tampilisan District



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106.	<b>BERANO, LAURICE D.</b>	TEACHER VI	OSEC-DECSB-TCH6-570911-2026	<b>Sindangan National Agricultural IS</b> Sindangan Central District
107.	<b>MONDIDO, EVELYN G.</b>	TEACHER VI	OSEC-DECSB-TCH6-570912-2026	<b>Gupot ES</b> Manukan II District
108.	<b>PALOSO, MARIE ROSE N.</b>	TEACHER VI	OSEC-DECSB-TCH6-570913-2026	<b>Sindangan National Agricultural IS</b> Sindangan Central District
109.	<b>GACO, NORA P.</b>	TEACHER VI	OSEC-DECSB-TCH6-570914-2026	<b>Liloy CS</b> Liloy I District
110.	<b>ZAPANTA, MARGIELIE G.</b>	TEACHER VI	OSEC-DECSB-TCH6-570915-2026	<b>Tampilisan CS</b> Tampilisan District
111.	<b>BICOY, NERILYN A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570916-2026	<b>Farmington ES</b> Tampilisan District
112.	<b>DAGO-OC, MARIVILLE Z.</b>	TEACHER VI	OSEC-DECSB-TCH6-570917-2026	<b>Venus ES</b> Sergio Osmeña I District
113.	<b>LEMOSNERO, MARILOU S.</b>	TEACHER VI	OSEC-DECSB-TCH6-570918-2026	<b>Tampilisan CS</b> Tampilisan District
114.	<b>CALUNSAG, MERIEN M.</b>	TEACHER VI	OSEC-DECSB-TCH6-570919-2026	<b>Tubod ES</b> Tampilisan District
115.	<b>TATAD, AZUCENA E.</b>	TEACHER VI	OSEC-DECSB-TCH6-570920-2026	<b>Lumbayao ES</b> Tampilisan District
116.	<b>ABALOS, LEIZEL G.</b>	TEACHER VI	OSEC-DECSB-TCH6-570921-2026	<b>Malila T ES</b> Tampilisan District
117.	<b>CATIAN, REYANN E.</b>	TEACHER VI	OSEC-DECSB-TCH6-570922-2026	<b>ZNAC ES</b> Tampilisan District



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118.	<b>ANCHETA, CORAZON J.</b>	TEACHER VI	OSEC-DECSB-TCH6-570923-2026	<b>New Dapitan ES</b> Tampilisan District
119.	<b>ARANDA, ANDY D.</b>	TEACHER VI	OSEC-DECSB-TCH6-570924-2026	<b>Farmington ES</b> Tampilisan District
120.	<b>PARTOSA, EUDISA I.</b>	TEACHER VI	OSEC-DECSB-TCH6-570925-2026	<b>Siocon CS</b> Siocon District
121.	<b>RALLOS, QUIRINA E.</b>	TEACHER VI	OSEC-DECSB-TCH6-570926-2026	<b>Liloy CS</b> Liloy I District
122.	<b>CAPADNGAN, JEAN E.</b>	TEACHER VI	OSEC-DECSB-TCH6-570927-2026	<b>Mangilay II ES</b> Siayan District
123.	<b>OCAMPO, MARY GRACE V.</b>	TEACHER VI	OSEC-DECSB-TCH6-570928-2026	<b>Disud ES</b> Sindangan North District
124.	<b>BUOT, JURLYN V.</b>	TEACHER VI	OSEC-DECSB-TCH6-570929-2026	<b>Juan Bugarin CS</b> Sindangan North District
125.	<b>SEVILLEN, ARLENE P.</b>	TEACHER VI	OSEC-DECSB-TCH6-570930-2026	<b>Liloy CS</b> Liloy I District
126.	<b>REFESURA, MARVEN B.</b>	TEACHER V	OSEC-DECSB-TCH5-570314-2026	<b>Canupong ES</b> Gutalac II District
127.	<b>ABIL, MATEA B.</b>	TEACHER V	OSEC-DECSB-TCH5-570315-2026	<b>San Francisco ES</b> Liloy I District
128.	<b>GAPOL, KATHLYNN Z.</b>	TEACHER IV	OSEC-DECSB-TCH4-570392-2026	<b>ALS</b> La Libertad District
129.	<b>DOMPALES, SHARON R.</b>	TEACHER IV	OSEC-DECSB-TCH4-570393-2026	<b>Lawaan ES</b> Tampilisan District



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130.	<b>DOMPALES, MERYLL AQUELINA B.</b>	TEACHER IV	OSEC-DECSB- TCH4-570394- 2026	<b>Tilubog ES</b> Tampilisan District
131.	<b>TINAYTINAY, BLISS M.</b>	TEACHER IV	OSEC-DECSB- TCH4-570395- 2026	<b>Silawe CS</b> Polanco II District
132.	<b>DE LA CRUZ, ARIEL O.</b>	HEAD TEACHER I	OSEC-DECSB- HTEACH1- 570066-2026	<b>Gutalac National High School</b>
133.	<b>MAMITES, JESSIE T.</b>	TEACHER V	OSEC-DECSB- TCH5-570312- 2026	<b>Sibutad National High School</b>
134.	<b>JALIN, ABBYGAIL R.</b>	TEACHER IV	OSEC-DECSB- TCH4-570379- 2026	<b>Sibutad National High School</b>
135.	<b>SALARDA, NEIL L.</b>	TEACHER IV	OSEC-DECSB- TCH4-570380- 2026	<b>Canuto Enerio National High School</b>
136.	<b>BALLOT, MAE GRACE M.</b>	TEACHER IV	OSEC-DECSB- TCH4-570381- 2026	<b>Sawang National High School</b>
137.	<b>FAUNILLAN, GEMMA E.</b>	TEACHER IV	OSEC-DECSB- TCH4-570383- 2026	<b>Sawang National High School</b>
138.	<b>SEVILLANO, ROMANA H.</b>	TEACHER IV	OSEC-DECSB- TCH4-570382- 2026	<b>Kanim National High School</b>
139.	<b>WAHING, ERNESTO R.</b>	TEACHER IV	OSEC-DECSB- TCH4-570384- 2026	<b>Kanim National High School</b>
140.	<b>TAYAG, GRECHEN S.</b>	TEACHER IV	OSEC-DECSB- TCH4-570385- 2026	<b>Mambong Integrated School</b>
141.	<b>APOYA, MYLENE D.</b>	TEACHER V	OSEC-DECSB- TCH5-570313- 2026	<b>Mangilay National High School</b>



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142.	<b>MAASIN, CHERLANE S.</b>	TEACHER IV	OSEC-DECSB-TCH4-570386-2026	<b>Mutia National High School Extension - Alvenda</b>
143.	<b>SUMINGCAN, MARJORIE S.</b>	TEACHER IV	OSEC-DECSB-TCH4-570387-2026	<b>Mutia National High School Extension - Alvenda</b>
144.	<b>MAGDOLOT, RONEL CLENT L.</b>	TEACHER VI	OSEC-DECSB-TCH6-570905-2026	<b>Sawang National High School</b>
145.	<b>ATAY, ALMA MAE B.</b>	TEACHER IV	OSEC-DECSB-TCH4-570388-2026	<b>Sawang National High School</b>
146.	<b>LLANES, NELIE T.</b>	TEACHER VI	OSEC-DECSB-TCH6-570906-2026	<b>Sebaca National High School</b>
147.	<b>ABUNAWAS, ALMONER B.</b>	TEACHER IV	OSEC-DECSB-TCH4-570389-2026	<b>M.D. Saladores Integrated School</b>
148.	<b>ESTIMADA, JENNIFER S.</b>	TEACHER IV	OSEC-DECSB-TCH4-570390-2026	<b>Siocon National Science High School</b>
149.	<b>BACLAY, MELVIN T.</b>	TEACHER IV	OSEC-DECSB-TCH4-570391-2026	<b>Canatuan National High School</b>
150.	<b>DAGUPLO, CECILIA D.</b>	TEACHER V	OSEC-DECSB-TCH5-570308-2026	<b>Panganuran National High School</b>
151.	<b>JARALVE, DINDO A.</b>	TEACHER IV	OSEC-DECSB-TCH4-570371-2026	<b>Basagan National High School</b>
152.	<b>BALAYONG, JOCELYN P.</b>	TEACHER VI	OSEC-DECSB-TCH6-570902-2026	<b>Kipit Agro-Fishery High School</b>
153.	<b>PATAYON, JOAN LOUIE F.</b>	TEACHER VI	OSEC-DECSB-TCH6-570901-2026	<b>Kipit Agro-Fishery High School</b>



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154.	<b>CORPUS, CHARMIE B.</b>	TEACHER IV	OSEC-DECSB-TCH4-570372-2026	<b>President Manuel A. Roxas National High School</b>
155.	<b>GALVE, CELESTE A.</b>	TEACHER IV	OSEC-DECSB-TCH4-570373-2026	<b>Dansalan Integrated School</b>
156.	<b>CHIONG, MARY JOYCE C.</b>	TEACHER IV	OSEC-DECSB-TCH4-570375-2026	<b>Sergio Osmeña National High School Ext. - Bagong Baguio</b>
157.	<b>COLALJO, ROSSEL GRACE S.</b>	TEACHER IV	OSEC-DECSB-TCH4-570374-2026	<b>Sergio Osmeña National High School</b>
158.	<b>ANDONG, RAYMOND T.</b>	TEACHER VI	OSEC-DECSB-TCH6-570903-2026	<b>Bacungan National High School Annex - Talinga</b>
159.	<b>CANO, RO-ELLE BLANCHE D.</b>	TEACHER IV	OSEC-DECSB-TCH4-570377-2026	<b>La Union Integrated School</b>
160.	<b>PULGA, ROWENA U.</b>	TEACHER IV	OSEC-DECSB-TCH4-570376-2026	<b>Balas National High School</b>
161.	<b>SADDAL, JESAIHAH B.</b>	TEACHER IV	OSEC-DECSB-TCH4-570378-2026	<b>Balas National High School</b>
162.	<b>BAGUIO, JESSA JANE E.</b>	TEACHER VI	OSEC-DECSB-TCH6-570904-2026	<b>Baliguian National High School</b>
163.	<b>VILLARINO, JUDE EARL B.</b>	TEACHER V	OSEC-DECSB-TCH5-570309-2026	<b>Godod National High School</b>
164.	<b>ESO, JUDITH B.</b>	TEACHER V	OSEC-DECSB-TCH5-570310-2026	<b>Palandok National High School</b>
165.	<b>TABAL, DAISY JEAN C.</b>	TEACHER III	OSEC-DECSB-TCH3-570445-2026	<b>Ponot National High School</b>



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166.	<b>BUCAN, EDITHA G.</b>	TEACHER V	OSEC-DECSB-TCH5-570311-2026	<b>Siayan National High School</b>
167.	<b>ALIPUDDIN, HAJIJA M.</b>	TEACHER III	OSEC-DECSB-TCH3-570429-2026	<b>Sibuco National High School</b>
168.	<b>MOHAMMAD, MADZMA L.</b>	TEACHER III	OSEC-DECSB-TCH3-570428-2026	<b>Lunday National High School</b>
169.	<b>SISON, ELSA P.</b>	MASTER TEACHER I	OSEC-DECSB-MTCHR1-570098-2026	<b>Malayal National High School</b>
170.	<b>BUCO, ALLAN B.</b>	TEACHER III	OSEC-DECSB-TCH3-570291-2026	<b>Pianon National High School</b>
171.	<b>BALAIS, ELVIRA A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570713-2026	<b>Gutalac National High School</b>
172.	<b>DUMAGAN, MARIEL V.</b>	TEACHER VI	OSEC-DECSB-TCH6-570712-2026	<b>Gutalac National High School</b>
173.	<b>ESLIT, JONALYN W.</b>	TEACHER IV	OSEC-DECSB-TCH4-570251-2026	<b>Canuto Enerio National High School</b>
174.	<b>EVANGELISTA, DYLYN S.</b>	TEACHER VI	OSEC-DECSB-TCH6-570709-2026	<b>Gutalac National High School</b>
175.	<b>FEROLINO, MEJEHL B.</b>	TEACHER VI	OSEC-DECSB-TCH6-570710-2026	<b>Gutalac National High School</b>
176.	<b>JIMENO, GWENDOLYN L.</b>	TEACHER VI	OSEC-DECSB-TCH6-570711-2026	<b>Gutalac National High School</b>
177.	<b>LEGASA, ROMAR JHON P.</b>	TEACHER IV	OSEC-DECSB-TCH4-570252-2026	<b>Gutalac National High School</b>



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178.	<b>BUNAC, ZAIRA MAE V.</b>	TEACHER VI	OSEC-DECSB-TCH6-570715-2026	<b>Tampilisan National High School</b>
179.	<b>FUENTES, JENNIFER L.</b>	TEACHER IV	OSEC-DECSB-TCH4-570256-2026	<b>Galingon National High School</b>
180.	<b>SATUR, ANA PAMELA F.</b>	TEACHER IV	OSEC-DECSB-TCH4-570255-2026	<b>Tampilisan National High School</b>
181.	<b>TAMPONG, RECKY B.</b>	TEACHER IV	OSEC-DECSB-TCH4-570254-2026	<b>Galingon National High School</b>
182.	<b>ACLAO, ANA MARIE O.</b>	TEACHER IV	OSEC-DECSB-TCH4-570253-2026	<b>Compra National High School</b>
183.	<b>BERMUDO, JANELLE JOY M.</b>	TEACHER VI	OSEC-DECSB-TCH6-570714-2026	<b>Ramon Magsaysay National High School</b>
184.	<b>MERABEDES, JULY GRACE A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570720-2026	<b>Saluyong National High School</b>
185.	<b>LANSANG, JOANNE B.</b>	TEACHER IV	OSEC-DECSB-TCH4-570257-2026	<b>Situbo National High School</b>
186.	<b>PONTANAR, FLORRIE VI M.</b>	TEACHER VI	OSEC-DECSB-TCH6-570716-2026	<b>Situbo National High School</b>
187.	<b>BAHIAN, HYRTZEL A.</b>	TEACHER VI	OSEC-DECSB-TCH4-570258-2026	<b>Jesus A. Ramos National High School</b>
188.	<b>LEDAMA, JAY BEE H.</b>	TEACHER IV	OSEC-DECSB-TCH4-570259-2026	<b>Jesus A. Ramos National High School</b>
189.	<b>TAMBOLERO, KATHRIEN D.</b>	TEACHER IV	OSEC-DECSB-TCH6-570718-2026	<b>Jesus A. Ramos National High School</b>



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190.	<b>MAMINTAS, VANESSA JANE S.</b>	TEACHER VI	OSEC-DECSB- TCH6-570717- 2026	<b>Jesus A. Ramos National High School</b>
191.	<b>CERNA, NESTLE L.</b>	TEACHER VI	OSEC-DECSB- TCH6-570719- 2026	<b>Don Jose Aguirre National High School</b>
192.	<b>GUMALAS, LOURDES L.</b>	TEACHER VI	OSEC-DECSB- TCH4-570260- 2026	<b>Don Jose Aguirre National High School</b>
193.	<b>ANTIGO, JESS D.</b>	TEACHER IV	OSEC-DECSB- TCH6-570676- 2026	<b>Gutalac National High School</b>
194.	<b>CABANELA, MARIA GINA B.</b>	TEACHER VI	OSEC-DECSB- TCH6-570677- 2026	<b>Gutalac National High School</b>
195.	<b>TAMAYO, ANITA S.</b>	TEACHER VI	OSEC-DECSB- TCH4-570238- 2026	<b>Gutalac National High School</b>
196.	<b>GUIRIGAY, LYELL B.</b>	TEACHER IV	OSEC-DECSB- TCH6-570687- 2026	<b>Sibutad National High School</b>
197.	<b>NAONG, DINAH L.</b>	TEACHER VI	OSEC-DECSB- TCH4-570241- 2026	<b>Molos Integrated School</b>
198.	<b>SERENCIO, SARAH MAE G.</b>	TEACHER IV	OSEC-DECSB- TCH4-570240- 2026	<b>Tampilisan National High School</b>
199.	<b>JATICO, GERALD S.</b>	TEACHER IV	OSEC-DECSB- TCH6-570674- 2026	<b>Bartolome Aripal Memorial National High School</b>
200.	<b>LABAD, GERALD MIKE C.</b>	TEACHER VI	OSEC-DECSB- TCH6-570675- 2026	<b>Godod National High School</b>
201.	<b>BANAL, ELMERA C.</b>	TEACHER VI	OSEC-DECSB- TCH6-570678- 2026	<b>Kanim National High School</b>



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202.	<b>JABOC, MARY JANE B.</b>	TEACHER VI	OSEC-DECSB-TCH6-570679-2026	<b>Kanim National High School</b>
203.	<b>LABADLABAD, ESTELA B.</b>	TEACHER VI	OSEC-DECSB-TCH6-570680-2026	<b>La Libertad National High School</b>
204.	<b>BAYA, JEANE A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570681-2026	<b>Ramon Magsaysay National High School</b>
205.	<b>BERMUDO, CORLEDES D.</b>	TEACHER VI	OSEC-DECSB-TCH6-570682-2026	<b>Ramon Magsaysay National High School</b>
206.	<b>UY, ARPHIL G.</b>	TEACHER VI	OSEC-DECSB-TCH4-570239-2026	<b>Sergio Osmeña National High School Ext. - Bagong Baguio</b>
207.	<b>ABUBAKAR, ELIOSA L.</b>	TEACHER IV	OSEC-DECSB-TCH6-570683-2026	<b>Siari John H. Roemer National High School</b>
208.	<b>LACASON, HAROLD A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570686-2026	<b>Siari John H. Roemer National High School</b>
209.	<b>MOLATE, CERCIA R.</b>	TEACHER VI	OSEC-DECSB-TCH6-570685-2026	<b>Siari John H. Roemer National High School</b>
210.	<b>PATECION, JUNREY A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570684-2026	<b>Siari John H. Roemer National High School</b>
211.	<b>ABALOS, ERWIN V.</b>	TEACHER VI	OSEC-DECSB-TCH4-570242-2026	<b>Situbo National High School</b>
212.	<b>JALNAEZ, MARICAR O.</b>	TEACHER IV	OSEC-DECSB-TCH6-570343-2026	<b>Katipunan National High School</b>
213.	<b>BANABANA, NORMA D.</b>	TEACHER VI	OSEC-DECSB-TCH6-570344-2026	<b>Katipunan National High School -Sinuyak Annex</b>



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214.	<b>DIONALDO, MA. TERESA E.</b>	TEACHER VI	OSEC-DECSB- TCH6-570345- 2026	<b>Liloy National High School</b>
215.	<b>FERNAN, LEAL JOY F.</b>	TEACHER VI	OSEC-DECSB- TCH4-570122- 2026	<b>Sindangan National Agricultural Integrated School</b>
216.	<b>BAJAMUNDE, CHRISTINE A.</b>	TEACHER IV	OSEC-DECSB- TCH4-570123- 2026	<b>Tampilisan National High School</b>
217.	<b>SAGARIO, FLORDEMAE A.</b>	TEACHER IV	OSEC-DECSB- TCH6-570348- 2026	<b>Molos Integrated School</b>
218.	<b>AMBUS, ANABELLA S.</b>	TEACHER VI	OSEC-DECSB- TCH6-570347- 2026	<b>Situbo National High School</b>
219.	<b>TATOY, RENOLO D.</b>	TEACHER VI	OSEC-DECSB- TCH6-570349- 2026	<b>Tampilisan National High School</b>
220.	<b>AMPIL, ROSELYN J.</b>	TEACHER VI	OSEC-DECSB- TCH6-570346- 2026	<b>Situbo National High School</b>
221.	<b>CAPERIDA, CLIDE R.</b>	TEACHER VI	OSEC-DECSB- TCH4-570124- 2026	<b>Galingon National High School</b>
222.	<b>ALBANO, LANY G.</b>	TEACHER IV	OSEC-DECSB- TCH6-570350- 2026	<b>Bacong National High School</b>
223.	<b>JORDAN, REGINA P.</b>	TEACHER VI	OSEC-DECSB- TCH6-570351- 2026	<b>Bacong National High School</b>
224.	<b>SOLMAYOR, RHESA N.</b>	TEACHER VI	OSEC-DECSB- TCH5-570101- 2026	<b>Bacong National High School</b>
225.	<b>MAYOLA, JOMAR D.</b>	TEACHER V	OSEC-DECSB- TCH4-570126- 2026	<b>Dinasan National High School</b>



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226.	<b>RENTURA, RYAN L.</b>	TEACHER IV	OSEC-DECSB-TCH4-570125-2026	<b>Dinasan National High School</b>
227.	<b>ALIA, SATURNINA C.</b>	TEACHER IV	OSEC-DECSB-TCH6-570353-2026	<b>Ponot National High School</b>
228.	<b>RELUYA, LORNA C.</b>	TEACHER VI	OSEC-DECSB-TCH6-570352-2026	<b>Ponot National High School</b>
229.	<b>PUMICPIC, GINGER S.</b>	TEACHER VI	OSEC-DECSB-TCH4-570127-2026	<b>Saluyong National High School</b>
230.	<b>TUMAPON, WALTER P.</b>	TEACHER IV	OSEC-DECSB-TCH4-570128-2026	<b>Saluyong National High School</b>
231.	<b>ENGUITO, CARMELLE DAWN V.</b>	TEACHER IV	OSEC-DECSB-TCH6-570355-2026	<b>New Dapitan National High School</b>
232.	<b>ESPINOSA, FLORDILYN A.</b>	TEACHER VI	OSEC-DECSB-TCH6-570354-2026	<b>New Dapitan National High School</b>



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Enclosure No. 2

**LIST OF REQUIREMENTS FOR  
APPROVED PAL-due to ECP and RECLASSIFICATION OF ITEM**  
Revised MAY 2026

**Directions:**

- **Submit the CSC Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Attach one Tracking code to CSC folder only.**
- **Scan 201 file Division documents and save as PDF FILE (submit hard and soft copy to the 201 file In-charge)**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Ensure ALL documents are properly filled-out and signed as applicable.**
- **Forms downloadable at [www.depedzn.net](http://www.depedzn.net). Please take note of the revised forms 2025.**
- **Do not EDIT the enclosed Position Description Form (PDF). Fill out ONLY the WORK STATION (school assignment) and signed by the School Principal/PSDS.**

**“CSC Documents”** *fastened in white paper folder:*

- 2 copies** Original Notarized **CSC Form No. 212/Personal Data Sheet (Revised 2025)** with thumb mark and pasted passport size or 2x2 ID picture. (*Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the [depedzn.net](http://depedzn.net)*)
- 1 copy** Original **Work Experience Sheet**
- 1 photocopy** **PRC LICENSE.**
- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible.
- 1 copy** Original **Position Description Form (PDF) Revised 2017** (print enclosed PDF to be signed by the Principal or PSDS).
- 1 photocopy** **TESDA National Certificate II** (If Senior High-TVL Track)
- 1 photocopy** **TESDA NC I in Trainers Methodology Level** (If Senior High-TVL Track)
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)

**“201 DIVISION Documents”** *Scan documents and save as PDF FILE (submit soft copy to the Incharge)*

- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible.
- 1 copy** Original Notarized **CSC Form No. 212/Personal Data Sheet (Revised 2025)** with thumb mark and pasted passport size or 2x2 ID picture. (*Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the [depedzn.net](http://depedzn.net)*)
- 1 copy** Original **Work Experience Sheet**
- 1 copy** Original **Position Description Form (PDF) Revised 2017** (print enclosed PDF to be signed by the Principal and PSDS)
- 1 photocopy** **PRC LICENSE.**
- 1 copy** Designation Orders, if there's any
- 1 copy** **Latest** Notarized Sworn Statement of Assets and Liabilities
- 1 copy** Notices of Salary Adjustments/Step Increments
- 1 copy** Form 211 Medical Certificate (**Revised 2025**) with one (1) photocopy of results (Blood Test, Urinalysis, Chest X-ray, Drug Test, Neuropsychiatric Exam)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Latest IPCRF (SY 2024-2025)

**Note: Please read and follow the instructions carefully.**

**Thank you!** ☺



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b>			
		<b>Teacher II</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		Salary Grade 12, Step 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
				P33,947.00	P 2,000.00/PERA
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>Frequent</b>	
<b>17b. External</b>		<b>Occasional</b>		<b>Frequent</b>	
Executive / Managerial		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
				General Public	
				Other Agencies	
				Others (Please Specify): _____	
<b>18. WORKING CONDITION</b>					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
				Other/s (Please Specify)	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.					



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Teacher III</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		Salary Grade 13, Step 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P36,125.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>Frequent</b>	
<b>17b. External</b>		<b>Occasional</b>		<b>Frequent</b>	
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

**Teacher Responsibilities:**

- Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
  - Organize supplies and resources for lectures and presentations.
  - Deliver personalized instruction to each student by encouraging interactive learning.
  - Plan and implement educational activities and events.
  - Ensure your classroom is clean and orderly.
  - Prepare and distribute periodic progress reports and semester report cards.
  - Attend parent-teacher meetings.
  - Evaluate and document students' progress.
  - Allocate and grade homework, assignments, and tests.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	PBET;Teacher

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	ADVANCED

21f. Leadership Competencies	Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	ADVANCED

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	ADVANCED
70%	Actual Teaching	
30%	Paper Works	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Teacher IV</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		Salary Grade 14, Step 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P 38,764.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____	
<b>18. WORKING CONDITION</b>					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

**Teacher Responsibilities:**

- Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Deliver personalized instruction to each student by encouraging interactive learning.
- Plan and implement educational activities and events.
- Ensure your classroom is clean and orderly.
- Prepare and distribute periodic progress reports and semester report cards.
- Attend parent-teacher meetings.
- Evaluate and document students' progress.
- Allocate and grade homework, assignments, and tests.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	3 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years <b>OR</b> Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	PBET;Teacher
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here.)		ADVANCED
70%	Actual Teaching		
30%	Paper Works		

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Teacher V</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		Salary Grade 15, Step 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P42,178.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
				<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Non-Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____	
<b>18. WORKING CONDITION</b>					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

**Teacher Responsibilities:**

- Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
  - Organize supplies and resources for lectures and presentations.
  - Deliver personalized instruction to each student by encouraging interactive learning.
  - Plan and implement educational activities and events.
  - Ensure your classroom is clean and orderly.
  - Prepare and distribute periodic progress reports and semester report cards.
  - Attend parent-teacher meetings.
  - Evaluate and document students' progress.
  - Allocate and grade homework, assignments, and tests.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	3 years teaching experience	24 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years <b>OR</b> Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	PBET;Teacher

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	ADVANCED

21f. Leadership Competencies	Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	ADVANCED

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here.)</i>	ADVANCED
70%	Actual Teaching	
30%	Paper Works	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>Teacher VI</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		Salary Grade 16, Step 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P45,694.00		P 2,000.00/PERA	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
SCHOOL PRINCIPAL			PUBLIC SCHOOLS DISTRICT SUPERVISOR		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>17b. External</b>	
		<b>Frequent</b>		<b>Occasional</b>	
				<b>Frequent</b>	
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	_____	
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

Teacher Responsibilities:

- Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
  - Organize supplies and resources for lectures and presentations.
  - Deliver personalized instruction to each student by encouraging interactive learning.
  - Plan and implement educational activities and events.
  - Ensure your classroom is clean and orderly.
  - Prepare and distribute periodic progress reports and semester report cards.
  - Attend parent-teacher meetings.
  - Evaluate and document students' progress.
  - Allocate and grade homework, assignments, and tests.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	4 years teaching experience	24 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years <b>OR</b> Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	PBET;Teacher

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	ADVANCED

21f. Leadership Competencies	Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	ADVANCED

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here.)</i>	ADVANCED
70%	Actual Teaching	
30%	Paper Works	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		<b>HEAD TEACHER II</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG - 15 STEP 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF ZAMBOANGA DEL NORTE					
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		P42,178.00		P 2,000.00	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
PUBLIC SCHOOLS DISTRICT SUPERVISOR			SCHOOLS DIVISION SUPERINTENDENT		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
<p>Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.</p> <p>Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.</p>					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

A head teacher typically has a wide range of responsibilities, which can include:

- Developing and implementing policies and procedures to meet the needs of students and teachers
- Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance
- Evaluating student progress and communicating with parents about any concerns
- Honoring individual student needs by creating an environment that is safe, supportive, and challenging
- Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships
- Maintaining records of student attendance, grades, behavior issues, and other pertinent information
- Managing funds and financial records to ensure fiscal responsibility
- Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning
- Planning lessons that align with state standards and meet students' diverse needs

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BEED/BSED or Bachelor's Degree with 18 professional education units	HT for one (1) year; or TIC for one (1) year; or Teacher for four (4) years	24 hours of relevant training	RA 1080 (Teacher)

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	ADVANCED

21f. Leadership Competencies	Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	ADVANCED

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	ADVANCED
70%	Instructional Supervision	ADVANCED
30%	Administrative Tasks	ADVANCED

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		HEAD TEACHER III			
2. ITEM NUMBER		3. SALARY GRADE			
		SG - 16 STEP 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
		P 45,694.00		P 2,000.00/PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
PUBLIC SCHOOLS DISTRICT SUPERVISOR			SCHOOLS DIVISION SUPERINTENDENT		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Managerial Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
<p>Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.</p> <p>Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.</p>					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

A head teacher typically has a wide range of responsibilities, which can include:

- Developing and implementing policies and procedures to meet the needs of students and teachers
- Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance
- Evaluating student progress and communicating with parents about any concerns
- Honoring individual student needs by creating an environment that is safe, supportive, and challenging
- Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships
- Maintaining records of student attendance, grades, behavior issues, and other pertinent information
- Managing funds and financial records to ensure fiscal responsibility
- Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning
- Planning lessons that align with state standards and meet students' diverse needs

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BEED/BSED; or Bachelor's Degree with 18 professional education units	HT for two (2) years ;or TIC for two (2) years; or Teacher for five (5 ) years	24 hours of relevant training	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
70%	Instructional Supervision		ADVANCED
30%	Administrative Tasks		ADVANCED

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		HEAD TEACHER V			
2. ITEM NUMBER		3. SALARY GRADE			
		SG - 18 STEP 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input checked="" type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		P53,818.00	P 2,000.00/PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
PUBLIC SCHOOLS DISTRICT SUPERVISOR			SCHOOLS DIVISION SUPERINTENDENT		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent		
Executive / Managerial Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____	
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
<p>Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.</p> <p>Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.</p>					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

A head teacher typically has a wide range of responsibilities, which can include:

- Developing and implementing policies and procedures to meet the needs of students and teachers
- Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance
- Evaluating student progress and communicating with parents about any concerns
- Honoring individual student needs by creating an environment that is safe, supportive, and challenging
- Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships
- Maintaining records of student attendance, grades, behavior issues, and other pertinent information
- Managing funds and financial records to ensure fiscal responsibility
- Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning
- Planning lessons that align with state standards and meet students' diverse needs

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 24 units for a Master's degree in Education or its equivalent	1 year as Head Teacher IV or 2 years as Head Teacher III	16 hours of relevant training	PBET;Teacher

21e. Core Competencies	Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	ADVANCED

21f. Leadership Competencies	Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	ADVANCED

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	ADVANCED
70%	Instructional Supervision	ADVANCED
30%	Administrative Tasks	ADVANCED

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Supervisor's Name, Date and Signature

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Master Teacher I			
2. ITEM NUMBER		3. SALARY GRADE			
		SG 18 STEP 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			REGIONAL SATELLITE OFFICE IX-ZAMBOANGA PENINSULA		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		P53, 818.00	P 2, 000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
PUBLIC SCHOOLS DISTRICT SUPERVISOR			SCHOOLS DIVISION SUPERINTENDENT		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTERS, OFFICE SUPPLIES, INTERNET ROUTER ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
				Occasional	Frequent
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
As managers, principals were responsible for financial operations, building maintenance, student scheduling, personnel, public relations, school policy regarding discipline, coordination of the instructional program, and other overall school matters.					

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

1. Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.
2. Ensuring that academic policies and curriculum are followed
3. Developing and tracking benchmarks for measuring institutional success
4. Helping teachers maximize their teaching potential
5. Meeting and listening to concerns of students on a regular basis
6. Encouraging, guiding and assisting student leaders and teachers
7. Meeting with parents and administrators on a regular basis for problem resolution
8. Enforcing discipline when necessary
9. Providing an atmosphere free of any bias in which students can achieve their maximum potential

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Secondary Education or Bachelor's degree plus 18 units in Education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent.	3 years relevant experience	None Required	RA 1080 (Teacher)

21e. Core Competencies	Competency Level
<i>Self- Management, Professionalism &amp; Ethics, Result Focus, Teamwork, Service Orientation &amp; Innovation</i>	ADVANCED

21f. Leadership Competencies	Competency Level
<i>Oral Communication, Written communication &amp; Computer/ ICT Skills</i>	ADVANCED

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	Ensuring that academic policies and curriculum are followed	ADVANCED
10%	Developing and tracking benchmarks for measuring institutional success	
15%	Helping teachers maximize their teaching potential	
5%	Meeting and listening to concerns of students on a regular basis	
10%	Encouraging, guiding and assisting student leaders and teachers	
5%	Meeting with parents and administrators on a regular basis for problem resolution	
3%	Enforcing discipline when necessary	
2%	Providing an atmosphere free of any bias in which students can achieve their maximum potential	

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

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Signature Over Printed Name/Date

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Supervisor's Name, Date and Signature