

<p>1. NAME OF EMPLOYEE</p> <p style="text-align: center;"><u>LABIS MARIA JASMIN DORLA</u></p> <p style="text-align: center;">(Family Name) (Given Name) (Middle Name)</p>	<p>2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT</p> <p style="text-align: center;">DEPARTMENT OF EDUCATION</p>																				
<p>3. BUREAU OR OFFICE</p> <p>DEPARTMENT OF EDUCATION</p>	<p>4. DEPT./BRANCH/DIVISION</p> <p>DIVISION OF MISAMIS ORIENTAL</p>																				
<p>5. WORK STATION/PLACE OF WORK School/District:</p> <p>ALUBIJON NATIONAL COMPREHENSIVE HIGH SCHOOL ALUBIJON DISTRICT</p>	<p>6. Pres. Appro. _____ b. Prev. _____ Act/Board Res. Blg. _____ Approp. _____ Ord. NO. _____ Act. _____ Item No. _____ Bd. Res. _____ Ord. No. _____ Item No. _____</p>																				
<p>7. SALARY B. OTHER COMPENSATION</p> <p>Authorized <u>₱ 30,651.00</u></p> <p>Actual <u>₱ 22,651.00</u></p>	<p>8. OFFICIAL DESIGNATION OF POSITION</p> <p style="text-align: center;">TEACHER II</p>																				
<p>9. WORKING OR PROPOSED TITLE</p> <p style="text-align: center;">TEACHER</p>	<p>10. CPCB CLASSIFICATION OF THIS POSITION</p>																				
<p>11. OCCUPATIONAL GROUP TITLE</p> <p style="text-align: center;">TEACHING</p>	<p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT 7 UNITS CLASS MUNICIPALITY CITY PROVINCE 1st 2nd 3rd 4th 5th 6th 7th</p>																				
<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Percent Working Time</th> <th style="width: 50%; text-align: center;">Duties</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">60 %</td> <td>Teach Subjects - Contemporary Phil Arts from the Regions + 21st Century Phil Arts</td> </tr> <tr> <td style="text-align: center;">10 %</td> <td>Prepare effective Lesson Plans</td> </tr> <tr> <td style="text-align: center;">5 %</td> <td>Enrol students</td> </tr> <tr> <td style="text-align: center;">5 %</td> <td>Implement rules and regulations</td> </tr> <tr> <td style="text-align: center;">5 %</td> <td>Prepare Instructional Materials</td> </tr> <tr> <td style="text-align: center;">5 %</td> <td>Keep up-to-date anecdotal records</td> </tr> <tr> <td style="text-align: center;">5 %</td> <td>Safeguard school facilities</td> </tr> <tr> <td style="text-align: center;">5 %</td> <td>Does other related work</td> </tr> <tr> <td style="text-align: center; border-top: 1px solid black;">100 %</td> <td></td> </tr> </tbody> </table>		Percent Working Time	Duties	60 %	Teach Subjects - Contemporary Phil Arts from the Regions + 21st Century Phil Arts	10 %	Prepare effective Lesson Plans	5 %	Enrol students	5 %	Implement rules and regulations	5 %	Prepare Instructional Materials	5 %	Keep up-to-date anecdotal records	5 %	Safeguard school facilities	5 %	Does other related work	100 %	
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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">PRINCIPAL IV</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">DISTRICT SUPERVISOR</p>																				

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If only seven (7), list only by their item number and titles)

17. MACHINES, EQUIPMENTS, TOOLS, etc. used regularly in performance of work.

LAPTOPS, COMPUTERS, LCD.

18. CONTACTS

	Occasional	Frequent
Gen. Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Others (Specify)		

19. WORKING CONDITION

	Normal Working Condition
Field Work	[]
Field Trips	[]
Exposed to varied weather	[]
Others (Specify)	

20. I CERTIFY THAT the above answers are accurate and complete.

October 19, 2016
Date

MARIA JASMIN D. LABIS
Signature of Employee

TO BE FILLED UP BY IMMEDIATE SUPERVISOR

21. Describe briefly the general function of the Unit or Section

22. Describe briefly the general function of the position

23. a. Indicate the required qualification by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled up for all positions, other than teaching).

Education: Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject

Experience: 1 year relevant teaching/industry work experience

Training: 4 hours of training relevant to the courses in the Track

23. b. License or certificates required to do this work, if any.

RA 1080 (Teacher)

LICENSURE EXAMINATION FOR TEACHERS (LET)

24. I HEREBY CERTIFY that the above answers are accurate and complete.

October 19, 2016
Date

BERNARDO S. CABILLAN, Ph.D.
Name & Signature of Immediate Supervisor

25. APPROVED:

October 19, 2016
Date

CHERRY MAE L. LIMBACO, Ph. D. CESO V
Schools Division Superintendent