

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			1. POSITION TITLE (as approved by authorized agency) with parenthetical title		
			TEACHER I		
2. ITEM NUMBER			3. SALARY GRADE		
			SG 11/1		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province		<input type="checkbox"/> 1st Class		<input type="checkbox"/> 5th Class	
<input type="checkbox"/> City		<input type="checkbox"/> 2nd Class		<input type="checkbox"/> 6th Class	
<input type="checkbox"/> Municipality		<input type="checkbox"/> 3rd Class		<input type="checkbox"/> Special	
		<input type="checkbox"/> 4th Class			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			DEPARTMENT OF EDUCATION		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DIVISION OF MISAMIS ORIENTAL					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Principal			Public Schools District Supervisor		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
				Occasional	Frequent
Executive / Managerial Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>
Non-Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Staff		<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
TEACHING					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
TEACHING			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor in Elementary / Secondary Education or Bachelor's Degree Plus 18 Professional Units in Education	None Required	None Required	RA 1080 (Teacher)
21e. Core Competencies			Competency Level
N/A			N/A
21f. Leadership Competencies			Competency Level
N/A			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		N/A
30%	Facilitates learning in the elementary/ secondary schools through functional lesson plans, daily log activities and appropriate, adequate and updated instruction materials (print and non-print)		
30%	Monitors, assesses, and evaluates pupils'/students' progress		
30%	Updates parents on pupils'/students' progress regularly		
10%	Does other related works		
100%			
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.			
Employee's Name, Date and Signature		JONATHAN S. DELA PEÑA, Ph.D., CESO V SCHOOLS DIVISION SUPERINTENDENT	