

Republic of the Philippines POSITION DESCRIPTION FORM DBM–CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title		
			TEACHER I		
2. ITEM NUMBER			3. SALARY GRADE		
TCH1-000000-0000			11		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
☐ Province		☐ 1st Class		☐ 5th Class	
☐ City		☐ 2nd Class		☐ 6th Class	
☐ Municipality		☐ 3rd Class		☐ Special	
☐ 4th Class					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			SCHOOLS DIVISION OF BULACAN		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
HAGONOY EAST DISTRICT			HAGONOY, BULACAN		
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
N/A	N/A	25,439.00	2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
SCHOOL 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		
N/A			N/A		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
INSTRUCTIONAL MATERIALS, DLL, LAPTOP, COMPUTER, CALCULATOR					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors		General Public			
Non-Supervisors		Other Agencies			
Staff		Others (Please Specify): _____			
18. WORKING CONDITION					
Office Work			Other/s (Please Specify)		

Field Work			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
PRODUCE HOLISTIC AND FUNCTIONAL GRADUATES IN THEC COMMUNITY.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
DELIVERY OF QUALITY EDUCATION TO THE STUDENTS.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in education	None required	None required	RA 1080 (Professional 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%	1. Report to class on time;		
5%	2. Prepare homeroom, visual aids, instructional materials and lesson plans prior the class;		
15%	3. Prepare effective daily lesson plans;		
5%	4. Check/ record the attendance of the students;		
5%	5. Keep parents informed on students' progress;		
5%	6. Ensure that the students are provided with the necessary textbook when available;		
3%	7. Implement rules and regulations of the school;		
2%	8. Attend and participate in in-service education training and faculty meetings;		
2%	9. Execute the administration's school policies designed for the welfare of the students;		
5%	10. Keep records of the students' performance;		
2%	11. Conduct the guidance services in the classroom, school facilities and equipment;		
5%	12. Maintain the cleanliness if the classroom, school facilities and equipment;		
2%	13. Maintain membership in professional organization;		
5%	14. Help in the maintenance of beauty and cleanliness of the school surroundings;		
5%	15. Observe proper grooming;		
2%	16. Support school projects; and		
2%	17. Does other work from time to time which maybe asked by higher authorities.		
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

Assistant Schools Division Superintendent