



November 14, 2017

**DIVISION MEMORANDUM**

No. 775, s. 2017

**NEW FORMS RELEVANT TO APPOINTMENT PROCESSING**

**To: Assistant Schools Division Superintendents  
Education Supervisors/Coordinators  
Public Schools District Supervisors/OICs  
School Heads/Caretaker/Teachers  
All Others Concerned**

1. Per 2017 Omnibus Rules on Appointments and Other Human Resource Actions Promulgated dated June 16, 2017, this office is hereby requiring all newly hired teaching and non-teaching personnel who are about to process and submit their pertinent documents for appointment issuance to use the new forms, as prescribed by the Civil Service Commission, such as:

- a) Medical Certificate (CS Form No. 211, Revised 2017)
- b) Position Description Form (DBM – CSC Form No. 1, Revised 2017)
- c) Oath of Office (CS Form No. 32, Revised 2017)
- d) Personal Data Sheet (CS Form No. 212, Revised 2017)

2. The above revised forms are available at the Division Information Section and can also be downloaded in our DepEd website under downloadable forms ( [www.depedcebuprovince.ph](http://www.depedcebuprovince.ph) ).

3. Wide dissemination and strict compliance of this Memorandum is hereby directed.

  
**RHEA M. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

REPUBLIC OF THE PHILIPPINES  
(Name of Agency)

OATH OF OFFICE

I, \_\_\_\_\_ (Name of the Appointee) \_\_\_\_\_ of  
\_\_\_\_\_ (Address of the Appointee) \_\_\_\_\_ having been  
appointed to the position of \_\_\_\_\_ (Position Title) \_\_\_\_\_ hereby  
solemnly swear, that I will faithfully discharge to the best of my ability, the duties of  
my present position and of all others that I may hereafter hold under the Republic of  
the Philippines; that I will bear true faith and allegiance to the same; that I will obey  
the laws, legal orders, and decrees promulgated by the duly constituted authorities of  
the Republic of the Philippines; and that I impose this obligation upon myself  
voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

\_\_\_\_\_  
(Signature over Printed Name  
of the Appointee)

Government ID: \_\_\_\_\_  
ID Number : \_\_\_\_\_  
Date issued : \_\_\_\_\_

\_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_,  
Philippines.

\_\_\_\_\_  
(Signature over Printed Name  
of the Appointing Officer/  
Authority/ Head of Office)

**MEDICAL CERTIFICATE**  
 (For Employment)

**INSTRUCTIONS**

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/mental examinations must be attached to this form:

- Blood Test
- Urinalysis
- Chest X-Ray
- Drug Test
- Psychological Test
- Neuro-Psychiatric Examination (if applicable)

**FOR THE PROPOSED APPOINTEE**

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS
ADDRESS			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION

**FOR THE LICENSED GOVERNMENT PHYSICIAN**

<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input type="checkbox"/>FIT / <input type="checkbox"/>UNFIT for employment.</i>			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE
OFFICIAL DESIGNATION	DATE EXAMINED		

<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>  <p style="text-align: center;"><b>TEACHER 1</b></p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 11			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF CEBU PROVINCE					
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		Php 242,148.00 / annum		Php 2,000.00/month (PERS/ACA)	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<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 type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
TEACHING ELEMENTARY LEVEL					



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

TEACHING ELEMENTARY LEVEL

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Elementary/ Early Childhood Education/SPED or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, RA 1080

21e. Core Competencies	Competency Level
<i>(Indicate the required Core Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

21f. Leadership Competencies	Competency Level
<i>(Indicate the required Leadership Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	<i>(Indicate the required Competency Level here)</i>
6% 70% 3% 3% 3% 3% 3% 3% 3% 3%	Prepare courses for presentation to students according to approved curriculum Teach students using a systematic plan of lessons & discussions Lead students in activities to promote their physical, mental & social development & their school readiness Assign and correct homework Prepare, administer and correct tests Evaluate the progress of students and discuss results with students, parents and school officials Identify children's individual learning needs Prepare and implement remedial program for students requiring extra help Participate in staff meetings, educational conferences and teacher training workshops May supervise teacher aides and students teachers	

**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

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

Republic of the Philippines <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>  <p style="text-align: center;">TEACHER 2</p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 12			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF CEBU PROVINCE					
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		Php 265,788.00 / annum		Php 2,000.00/month (PERS/ACA)	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<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 type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
TEACHING ELEMENTARY LEVEL					

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

TEACHING ELEMENTARY LEVEL

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Elementary/ Early Childhood Education/SPED or Bachelor's degree plus 18 professional units in education	1 year relevant experience	None required	PBET, RA 1080

21e. Core Competencies	Competency Level
<i>(Indicate the required Core Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

21f. Leadership Competencies	Competency Level
<i>(Indicate the required Leadership Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

Percentage of Working Time	<i>(State the duties and responsibilities here:)</i>	Competency Level
6%	Prepare courses for presentation to students according to approved curriculum	<i>(Indicate the required Competency Level here)</i>
70%	Teach students using a systematic plan of lessons & discussions	
3%	Lead students in activities to promote their physical, mental & social development & their school readiness	
3%	Assign and correct homework	
3%	Prepare, administer and correct tests	
3%	Evaluate the progress of students and discuss results with students, parents and school officials	
3%	Identify children's individual learning needs	
3%	Prepare and implement remedial program for students requiring extra help	
3%	Participate in staff meetings, educational conferences and teacher training workshops	
3%	May supervise teacher aides and students teachers	

**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

\_\_\_\_\_  
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>  <p style="text-align: center;">TEACHER 3</p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 13			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF CEBU PROVINCE					
<b>9. PRESENT APPROP</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
				Php 290,688.00 / annum	Php 2,000.00/month (PERS/ACA)
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>17b. External</b>	
				<b>Occasional</b>	
				<b>Frequent</b>	
Executive / Managerial		<input type="checkbox"/>		General Public	
Supervisors		<input type="checkbox"/>		Other Agencies	
Non-Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Staff		<input type="checkbox"/>		Others (Please Specify): _____	
		<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>		Other/s (Please Specify)	
Field Work		<input type="checkbox"/>			
		<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
TEACHING ELEMENTARY LEVEL					

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

TEACHING ELEMENTARY LEVEL

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Elementary/ Early Childhood Education/SPED or Bachelor's degree plus 18 professional units in education	2 years relevant experience	None required	PBET, RA 1080

21e. Core Competencies	Competency Level
<i>(Indicate the required Core Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

21f. Leadership Competencies	Competency Level
<i>(Indicate the required Leadership Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level																					
<table border="1"> <thead> <tr> <th data-bbox="82 1562 365 1622">Percentage of Working Time</th> <th data-bbox="365 1562 1109 1622"><i>(State the duties and responsibilities here:)</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="82 1622 365 1652">6%</td> <td data-bbox="365 1622 1109 1652">Prepare courses fro presentation to students according to approved curriculum</td> </tr> <tr> <td data-bbox="82 1652 365 1682">70%</td> <td data-bbox="365 1652 1109 1682">Teach students using a systematic plan of lessons &amp; discussions</td> </tr> <tr> <td data-bbox="82 1682 365 1712">3%</td> <td data-bbox="365 1682 1109 1712">Lead students in activities to promote their physical, mental &amp; social development &amp; their school readiness</td> </tr> <tr> <td data-bbox="82 1712 365 1741">3%</td> <td data-bbox="365 1712 1109 1741">Assign and correct homework</td> </tr> <tr> <td data-bbox="82 1741 365 1771">3%</td> <td data-bbox="365 1741 1109 1771">Prepare, administer and correct tests</td> </tr> <tr> <td data-bbox="82 1771 365 1801">3%</td> <td data-bbox="365 1771 1109 1801">Evaluate the progress of students and discuss results with students, parents and school officials</td> </tr> <tr> <td data-bbox="82 1801 365 1831">3%</td> <td data-bbox="365 1801 1109 1831">Identify children's individual learning needs</td> </tr> <tr> <td data-bbox="82 1831 365 1861">3%</td> <td data-bbox="365 1831 1109 1861">Prepare and implement remedial program for students requiring extra help</td> </tr> <tr> <td data-bbox="82 1861 365 1873">3%</td> <td data-bbox="365 1861 1109 1873">Participate in staff meetings, educational conferences and teacher training workshops</td> </tr> <tr> <td data-bbox="82 1873 365 1886">3%</td> <td data-bbox="365 1873 1109 1886">May supervise teacher aides and students teachers</td> </tr> </tbody> </table>	Percentage of Working Time	<i>(State the duties and responsibilities here:)</i>	6%	Prepare courses fro presentation to students according to approved curriculum	70%	Teach students using a systematic plan of lessons & discussions	3%	Lead students in activities to promote their physical, mental & social development & their school readiness	3%	Assign and correct homework	3%	Prepare, administer and correct tests	3%	Evaluate the progress of students and discuss results with students, parents and school officials	3%	Identify children's individual learning needs	3%	Prepare and implement remedial program for students requiring extra help	3%	Participate in staff meetings, educational conferences and teacher training workshops	3%	May supervise teacher aides and students teachers	<i>(Indicate the required Competency Level here)</i>
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\_\_\_\_\_  
Employee's Name, Date and Signature

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

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

TEACHING ELEMENTARY LEVEL

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
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\_\_\_\_\_  
Employee's Name, Date and Signature

\_\_\_\_\_  
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>ADMINISTRATIVE ASSISTANT II</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 8			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
<i>DIVISION OF CEBU PROVINCE</i>					
<b>9. PRESENT APPROP</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
				Php 195,384.00 / annum	Php 2,000.00/month (PERS/ACA)
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<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 type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					

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

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years in college	1 year Relevant Experience	4 hours Relevant Training	First Level Eligibility

21e. Core Competencies	Competency Level
<i>(Indicate the required Core Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

21f. Leadership Competencies	Competency Level
<i>(Indicate the required Leadership Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	<i>(Indicate the required Competency Level here)</i>
50%	Provides administrative & clerical support such as mailing, scanning, faxing, filing, data entries, receives & screens telephone calls & prepares correspondence & other secretarial duties	
20%	Reports to assistant principal for operations & learner support and or principal/school head as secretariat to take minutes of meetings, calendar activities, check attendance of teachers and sort handouts.	
20%	May also be designated as property custodian, liason officer & perform task related to canteen services of the school as deemed necessary, inspect quality of food served & check compliance on proper food handling and safety	
10%	Does other related duties/tasks as assigned by the school / head of office.	

**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

\_\_\_\_\_  
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>  <p style="text-align: center;"><b>ADMINISTRATIVE OFFICER II (Disbursing Officer)</b></p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 8			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF CEBU PROVINCE					
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		Php 195,384.00 / annum		Php 2,000.00/month (PERS/ACA)	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<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	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					

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

--

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years in college	1 year relevant experience	4 hours relevant training	First Level Eligibility

21e. Core Competencies	Competency Level
<i>(Indicate the required Core Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

21f. Leadership Competencies	Competency Level
<i>(Indicate the required Leadership Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here.)	
70%	Checks, validates, monitor liquidation report of cash advances per school within the area of assignment	<i>(Indicate the required Competency Level here)</i>
20%	Assist school heads in preparing liquidation report of cash advances. Submit report to the Division Accounting Office on the findings of the validation and monitoring .	
10%	Do other related financial and office 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.

<hr style="width: 80%; margin: 0 auto;"/> <b>Employee's Name, Date and Signature</b>	<hr style="width: 80%; margin: 0 auto;"/> <b>Supervisor's Name, Date and Signature</b>
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<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>  <p style="text-align: center;">NURSE 2</p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 15			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF CEBU PROVINCE					
<b>9. PRESENT APPROP</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
				Php 348,120.00 / annum	Php 2,000.00/month (PERS/ACA)
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<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 type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					



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

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Science in Nursing	None Required	None Required	RA 1080

21e. Core Competencies	Competency Level
<i>(Indicate the required Core Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

21f. Leadership Competencies	Competency Level
<i>(Indicate the required Leadership Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	<i>(Indicate the required Competency Level here)</i>
50%	Provides health, nutrition education, healthful school living and services to the school within the division	
30%	Assists in the implementation of the schools health and nutrition program	
20%	Reports to the Principal/Assistant Principal/School Head for Operations and Teacher's support, as well as the SGOD at the SDO	

**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

\_\_\_\_\_  
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>SENIOR BOOKEEPER</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 9			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
<i>DIVISION OF CEBU PROVINCE</i>					
<b>9. PRESENT APPROP</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
				Php 209,676.00 / annum	Php 2,000.00/month (PERS/ACA)
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<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 type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					

<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>  <p style="text-align: center;">ADMINISTRATIVE OFFICER II</p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 8			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF CEBU PROVINCE					
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		Php 242,148.00 / annum		Php 2,000.00/month (PERS/ACA)	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<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 type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					

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

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	None Required	None Required	Second Level Eligibility

21e. Core Competencies	Competency Level
<i>(Indicate the required Core Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

21f. Leadership Competencies	Competency Level
<i>(Indicate the required Leadership Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	<i>(Indicate the required Competency Level here)</i>
40%	Reports to the Principal / Assistant Principal for Operations and Learner Support and / or Principal / School Head	
55%	Responsible for the execution & continuous improvement of the administrative process of the school including budget planning & preparation of financial reports, subject to the approval of the School Head / Principal	
5%	Provides administrative & clerical support to his/her supervisor	

**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

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

Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>REGISTRAR</b></p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
		SG 11			
<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					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DIVISION OF CEBU PROVINCE					
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
		Php 242,148.00 / annum		Php 2,000.00/month (PERS/ACA)	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
<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>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					

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

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	None Required	None Required	Second Level

21e. Core Competencies	Competency Level
<i>(Indicate the required Core Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

21f. Leadership Competencies	Competency Level
<i>(Indicate the required Leadership Competencies here)</i>	<i>(Indicate the required Competency Level here)</i>

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	<i>(Indicate the required Competency Level here)</i>
20%	Receives, updates and maintains the records, reports and documents of the school, its staff and learners	
20%	Manages and updates the Learner Information System (LIS)	
20%	Ensures an efficient process of registration and enrollment	
20%	Facilitates the process of releasing records of the school, staff and learners to the necessary institutions	
10%	Reports to the Assistant Principal for Operations and Learner Support and/or Principal / School Head.	
10%	Does other related tasks as designated by Principal/School Head/ Head of the Office	

**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

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









34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

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35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  YES  NO

If YES, give details: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Status of Case/s: \_\_\_\_\_

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36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES  NO

If YES, give details: \_\_\_\_\_

---

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?  YES  NO

If YES, give details: \_\_\_\_\_

---

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  YES  NO

If YES, give details: \_\_\_\_\_

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39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

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40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277) and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

1. Are you a member of any indigenous group?  YES  NO

If YES, please specify: \_\_\_\_\_

2. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

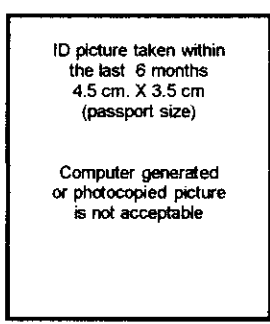
3. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: \_\_\_\_\_

ID/License/Passport No.: \_\_\_\_\_

Date/Place of Issuance: \_\_\_\_\_

Signature (Sign inside the box)

\_\_\_\_\_

Date Accomplished

\_\_\_\_\_

Right Thumbmark

\_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

\_\_\_\_\_

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

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35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  YES  NO

If YES, give details: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Status of Case/s: \_\_\_\_\_

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36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES  NO

If YES, give details: \_\_\_\_\_

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37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?  YES  NO

If YES, give details: \_\_\_\_\_

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38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  YES  NO

If YES, give details: \_\_\_\_\_

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39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

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40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277) and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

Are you a member of any indigenous group?  YES  NO

If YES, please specify: \_\_\_\_\_

Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size)

Computer generated or photocopied picture is not acceptable

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: \_\_\_\_\_

ID/License/Passport No.: \_\_\_\_\_

Date/Place of Issuance: \_\_\_\_\_

Signature (Sign inside the box)

\_\_\_\_\_

Date Accomplished

\_\_\_\_\_

Right Thumbmark

\_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

\_\_\_\_\_