

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 <div style="text-align: center;">TEACHER I - SUBSTITUTE</div>	
2. ITEM NUMBER <div style="text-align: center;">OSEC-DECSB</div>		3. SALARY GRADE <div style="text-align: center;">SALARY GRADE 1</div>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input checked="" 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 <div style="text-align: center;">DEPARTMENT OF EDUCATION</div>		6. BUREAU OR OFFICE <div style="text-align: center;">BUREAU OF EDUCATION</div>	
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">Division of Sorsogon</div>		8. WORKSTATION / PLACE OF WORK 	
10. PREVIOUS APPROP ACT <div style="text-align: center;">N/A</div>		11. SALARY AUTHORIZED 12. OTHER COMPENSATION <div style="text-align: center;">Php 30,024.00 Php 2,000.00</div>	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">School Principal</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Schools Division Superintendent</div>	
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	
N/A		N/A	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">LAPTOP / COMPUTER, PROJECTOR, PRINTER, WHITEBOARD / CHALKBOARD, WHITEBOARD MARKER / CHALK, LOGBOOKS</div>			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
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"/>	Classroom
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION <div style="text-align: center;"> To plan, organize and implement an appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal. </div>			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) <div style="text-align: center;"> Teaching and does related work. </div>			

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Secondary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1010 (Teacher)
21e. Core Competencies			Competency Level
1. Interacting well with students; 2. Creating a learning environment; 3. Good at lesson plan design; 4. Good at communication; 5. Demonstrating a commitment to the profession.			Outstanding Outstanding Outstanding Outstanding Outstanding
21f. Leadership Competencies			Competency Level
1. Instructional Leadership; 2. Policy Leadership; 3. Association Leadership			Outstanding Outstanding Outstanding
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		Outstanding
8%	Teaches or more grades/levels using appropriate and innovative teaching strategies.		
8%	Facilitates learning in the elementary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials.		
8%	Monitors and evaluates pupils/students' progress.		
8%	Undertakes activities to improve performance indicators.		
8%	Maintains updated pupils/students' progress regularly.		
8%	Supervises curricular and co-curricular projects and activities.		
8%	Maintains updated pupil/student school records.		
8%	Counsels and guides pupils/students.		
8%	Supports activities of governmental and non-governmental organizations.		
8%	Conducts Action Plan.		
8%	Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere).		
8%	Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders.		
4%	Does related job.		
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		Supervisor's Name, Date and Signature	