



Republic of the Philippines  
Department of Education  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

June 13, 2022

**DIVISION MEMORANDUM**  
NO. 103, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT  
FOR RECLASSIFICATION OF ITEMS (2022, BATCH 4)**

To: Public Schools District Supervisors  
School Heads, Public Elementary and Secondary Schools  
Concerned Teachers

1. This is to inform all concerned of the approval for the upgrading of positions of the teachers/personnel listed herein per Notice of Organization, Staffing and Compensation Action (NOSCA) NO. 0502022-06-013 dated June 9, 2022, and 0502022-06-019 dated June 10, 2022.
2. The requirements for appointment and the information needed for the Form 122-D are indicated after the list.
3. All concerned are requested to submit their Pertinent Papers for Appointment on or before **July 15, 2022**, at the **Records Section**.

**NOSCA NO. 0502022-06-013 dated June 9, 2022**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BUENAVISTA NHS	LEGASPI, ARLENE ESCANDOR	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390011-2022
2	BUHANG NHS	FULO, REBECCA DIN	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390073-2022
3	BUHANG NHS	LAGUDA, AMADEO OFALSA	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-390006-2022
4	BULUSAN HS	EVASCO, CHRISTIE CAMPOSANO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390081-2022
5	BULUSAN HS	FUASO, ALLAN DIÑO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390045-2022
6	BULUSAN HS	FURIO, MELINDA GAPAS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390082-2022



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
7	BULUSAN HS	GABITAN, EDNA ROMERO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390046-2022
8	CABUGAO NHS	MONTALES, JOCELYN CASILLANO	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390012-2022
9	DINAPA NHS	VILLA, WENIFREDO ENOVEJAS	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-390008-2022
10	ELEMENTARY	ALTAVANO, ROMAN JR MADRIDEO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390051-2022
11	ELEMENTARY	AQUE, JUVILLE GARINTO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390091-2022
12	ELEMENTARY	BALAORO, RAQUEL PEREZ	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390014-2022
13	ELEMENTARY	BARTOLATA, ERWIN ANGELES	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390048-2022
14	ELEMENTARY	BOHOL, JULIETA SANCHEZ	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390059-2022
15	ELEMENTARY	BON, CATHERINE POSTIGO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390092-2022
16	ELEMENTARY	CAMACHO, HONESTO MARINAS	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390054-2022
17	ELEMENTARY	CHA, ABEGAIL MALANA	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390013-2022
18	ELEMENTARY	DE ASIS, BERNALUZ CHIA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390093-2022
19	ELEMENTARY	DOMASIG, RIZALYN BAYOCA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390098-2022
20	ELEMENTARY	DON, ROWENA FORNELOZA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390094-2022



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NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
21	ELEMENTARY	EBUENGA, SHEERAH EMATA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390096-2022
22	ELEMENTARY	FAELDEN, MICHELLE BONETE	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390087-2022
23	ELEMENTARY	FLESTADO, AIRYN NICOLAS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390097-2022
24	ELEMENTARY	FUEDAN, NOLI JR. GALLANO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390099-2022
25	ELEMENTARY	FUNGO, MICHELLE RIVERA	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390053-2022
26	ELEMENTARY	GABITO, JUVYLYN GAJO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390056-2022
27	ELEMENTARY	GALERIA, YVONNIE ZAMORA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390088-2022
28	ELEMENTARY	GALLANO, REBECCA GALPA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390100-2022
29	ELEMENTARY	GARDUQUE, JHONSON GATON	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390090-2022
30	ELEMENTARY	GARDUQUE, RONNIE BELAZON	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390057-2022
31	ELEMENTARY	GARGALLO, NENIA GOJAR	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390052-2022
32	ELEMENTARY	GARRIDO, HAZEL OLI	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390014-2022
33	ELEMENTARY	GARROTE, RUVI ANA GAJO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390086-2022
34	ELEMENTARY	GAZO, JEANETTE DOROLIAT	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390095-2022



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35	ELEMENTARY	GOBOLI, EDUARD BANAGA	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390050-2022
36	ELEMENTARY	GRANADILLOS, NILA PAJE	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390058-2022
37	ELEMENTARY	HONA, PERFECTO JR. PERCIANO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390049-2022
38	ELEMENTARY	JESALVA, MARITES JEBULAN	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390015-2022
39	ELEMENTARY	LEVANTINO, ALMA ALETA LAURENANRIA	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390013-2022
40	ELEMENTARY	LLACER, CARLOS JR. AGUDO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390047-2022
41	ELEMENTARY	PATRICIO, JOHN MARK ESCOBER	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390055-2022
42	ELEMENTARY	SABALBORO, AIMELYN GARALDE	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390089-2022
43	ELEMENTARY	TAN, MARITES GARCIA	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390012-2022
44	ELEMENTARY	VERGARA, EVA SENOSIN	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390070-2022
45	FG GLUA NHS	GUAÑIZO, MAR GIPANAO	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390013-2022
46	JUBAN HS	BERMEJO, BELINDA DOMINGUEZ	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390072-2022
47	JUBAN HS	CIELO, BENITA ADRIATICO	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390011-2022
48	JUBAN HS	DERI, NOE BANAG	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390071-2022
49	JUBAN HS	GREFALDO, MA CRISTINA VERCHEZ	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390040-2022



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50	KINDERGARTEN	HUEVOS, MARGIE MORTEGA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390085-2022
51	MACALAYA NHS	VILLA, LUCIA BAGALAY	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-390009-2022
52	MATNOG NHS	BARBERAN, SHAMMIR ESPARAGO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390044-2022
53	MATNOG NHS	FORMANES, ANTENOR ARISTON	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390075-2022
54	MATNOG NHS	GACIS JR, SALVADOR GABELO	MASTER TEACHER II	OSEC-DECSB-MTCHR2-390012-2022
55	MATNOG NHS	GARCERA, SALVE GILE	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390041-2022
56	MATNOG NHS	LABITAG, EVELYN GARAIS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390080-2022
57	MATNOG NHS	THOMPSON, RONALD GARDON	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390074-2022
58	PILAR NCHS	OBLIGAR, ELENOR MALLAPRE	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-390007-2022
59	PRIETO DIAZ NHS	DOMALAON, ADRIAN DOMASIAN	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390042-2022
60	PRIETO DIAZ NHS	DOMASIG, JEAN DICHOSO	HEAD TEACHER I	OSEC-DECSB-HTEACH1-390043-2022
61	PRIETO DIAZ NHS	ROMANO, RITA EMAAS	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390079-2022
62	SALVACION HS	LOQUINARIO, ALLAN MAGALONA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390078-2022
63	SALVACION HS	MARCO, RAZEL ABION	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390077-2022



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64	SALVACION HS	SANDIA, MERJORIE MILLENA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390076-2022
65	SAN JUAN NHS	ANAGON, DAISY HISARZA	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390084-2022
66	SAN JUAN NHS	HACHERO, MARINA DIO	MASTER TEACHER I	OSEC-DECSB-MTCHR1-390083-2022

**NOSCA NO. 0502022-06-019 dated June 10, 2022**

NO.	PSIPOP	NAME OF INCUMBENT	POSITION TITLE	ITEM NUMBER
1	BUHANG NHS	DREU, LOURDES LEE	TEACHER III	OSEC-DECSB-TCH3-391124-2022
2	BULACAO NHS	DE LEON, RIZZA ERMINO	TEACHER III	OSEC-DECSB-TCH3-391123-2022
3	DONSOL NCHS	AREVALO, MANUEL OMBAO	TEACHER III	OSEC-DECSB-TCH3-391122-2022
4	ELEMENTARY	ERNACIO, JONEL CAMPOSANO	TEACHER III	OSEC-DECSB-TCH3-391120-2022
5	ELEMENTARY	HAMOR, JESON LAGATA	TEACHER III	OSEC-DECSB-TCH3-391121-2022

4. Below is the list of requirements for appointment.

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Photocopy of Approved ERF (except for HTs, MTs, and School Principals)	1 copy	Photocopy of Approved ERF (except for HTs, MTs, and School Principals)
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Last Approved Appointment if any
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Updated Service Record



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		
1 copy	PRC License (must be authenticated by the PRC)		
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)		
1 copy	PRC Certificate of Rating (must be authenticated by the PRC). For PBET eligible, please attach the CSC Certificate (must be authenticated by CSC).		
2 copies	Accomplished CS Form No. 1, s. 2017 (CS Form 122-D or Position Description Form)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

5. This shall be indicated in the CSC Form 122-D / Position Description Form (*Please do not reuse*).

**FOR SCHOOL PRINCIPAL III:**

**BOX NO. 19:** Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors, and assesses the school curriculum and is accountable for higher learning outcomes

**BOX NO. 20:**

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs



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6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates, and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers' upkeep of students' records
14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund-raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety, and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners' development
22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities, and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's
27. Promotes welfare of stakeholders'
28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders

**BOX NO. 21 (QUALIFICATION STANDARDS):**

**NOTE: Please copy the details below. Do not put your personal credentials. Thank you.**

<b>Education</b>	<p><b>ELEMENTARY:</b> Bachelor's degree in Elementary Education or bachelor's degree with 18 professional education units + 6 units of Management</p> <p><b>SECONDARY:</b> Bachelor's degree in Secondary Education or bachelor's degree with 18 professional education units + 6 units of Management</p>
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<b>Experience</b>	2 years as Principal
<b>Training</b>	40 hours of relevant training
<b>Eligibility</b>	RA 1080, as amended, (Teacher)

**FOR SCHOOL PRINCIPAL II:**

**BOX NO. 19:** Sets, the mission, vision, goals, and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors, and assesses the school curriculum and is accountable for higher learning outcomes

**BOX NO. 20:**

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates, and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers' upkeep of students' records
14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund-raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety, and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners' development
22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities, and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's



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27. Promotes welfare of stakeholders'
28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders

**BOX NO. 21 (QUALIFICATION STANDARDS):**

**NOTE: Please copy the details below. Do not put your personal credentials. Thank you.**

<b>Education</b>	<b>ELEMENTARY:</b> Bachelor's degree in Elementary Education or bachelor's degree with 18 professional education units + 6 units of Management  <b>SECONDARY:</b> Bachelor's degree in Secondary Education or bachelor's degree with 18 professional education units + 6 units of Management
<b>Experience</b>	1 year as Principal
<b>Training</b>	40 hours of relevant training
<b>Eligibility</b>	RA 1080, as amended, (Teacher)

**FOR MASTER TEACHER II:**

**BOX NO. 19:** Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, ( professional development) and provided at least 20% assistance to school head in program implementation

**BOX NO. 20:**

1. Provides technical assistance to teachers to improve their competencies
2. Takes active participation in the planning and implementation of training programs in school, district and division levels
3. Initiates improvement in instructional programs
4. Leads in the preparation of instructional materials
5. Introduces innovative teaching approaches and strategies
6. Serves as demonstration teacher, facilitator or resource person at the school level
7. Performs regular class monitoring using process observation tools
8. Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers
9. Represents the school in conferences or events as delegated by the school head
10. Conducts post conferences with teachers for feedback on teaching-learning process
11. Participates actively in school strategic planning process involving internal and external stakeholders



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12.	Carries regular teaching loads for the assigned grade/ subject
13.	Conducts at least one action research every year
14.	Takes charge of the school reading recovery program, remedial and/or enrichment program
15.	Teaches/Takes over the class if the assigned teacher is absent; works beyond official time
16.	Enriches the curriculum of his/her field of specialization
17.	Serves as OIC of the school in the absence of the school head
18.	Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head
19.	Consolidates and interprets competency assessment results
20.	Designs and validates training programs for teachers
21.	Checks, improves and prepares sample lesson plans for the assigned grade/subject area
22.	Interprets test results and utilizes them for improvement of instruction
23.	Helps identify potential demonstration teachers
24.	Gives demonstration to new/striving teachers

**BOX NO. 21 (QUALIFICATION STANDARDS):**

*NOTE: Please copy the details below. Do not put your personal credentials. Thank you.*

<b>Education</b>	<b>ELEMENTARY:</b> Bachelor of Elementary Education (BEED); or bachelor’s degree plus 18 professional units in Education; and 24 units for a Master’s degree in Education or its equivalent  <b>SECONDARY:</b> Bachelor of Secondary Education (BSED); or bachelor’s degree plus 18 professional units in Education with appropriate major; and 24 units for a Master’s degree in Education or its equivalent
<b>Experience</b>	1 year as Master Teacher I or 4 years as Teacher III
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	RA 1080, as amended, (Teacher)

**FOR MASTER TEACHER I:**

**BOX NO. 19:** Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (professional development) and provided at least 20% assistance to school head in program implementation

**BOX NO. 20:**

1.	Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
2.	Prepares daily logs and visual aids related to the lesson .
3.	Conducts remedial episodes classes for slow learners



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4. Updates parents on children’s progress and problems through dialogues, conferences and PTA meetings
5. Assists the guidance counselor in handling students with problems
6. Gets involved in community and civic-organization activities.
7. Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.
8. Observes proper decorum
9. Conducts echo seminars for co-teachers.
10. Mentors co-teachers in content and skills difficulties
11. Helps in the proper and accurate dissemination/implementation of school policies.
12. Assists principals in instructional monitoring of teachers.
13. Guides co-teachers in the performance of duties and responsibilities
14. Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
15. Initiates projects and programs that will enhance the curriculum and its delivery
16. Makes the needed instructional materials available to teachers and students
17. Assists school heads in class monitoring
18. Conducts in-depth studies or action researches on instructional problems
19. Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
20. Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers
21. Monitors the maintenance of discipline between and among teachers and learners
22. Assists in designing capacity development programs for teachers
23. Serves as trainer in school-based INSET
24. Evaluates teacher-made tests and interpret results
25. Checks regularly lesson plans of teachers in the assigned grade/subject area
26. Carries regular teaching load for the grade/subject area
27. Serves as a demonstration teacher

**BOX NO. 21 (QUALIFICATION STANDARDS):**

**NOTE: Please copy the details below. Do not put your personal credentials. Thank you.**

<b>Education</b>	<p><b>ELEMENTARY:</b> Bachelor of Elementary Education (BEED); or bachelor’s degree plus 18 professional units in Education; and 18 units for a Master’s degree in Education or its equivalent</p> <p><b>SECONDARY:</b> Bachelor of Secondary Education (BSED); or bachelor’s degree plus 18 professional units in Education with appropriate major; and 18 units for a Master’s degree in Education or its equivalent</p>
<b>Experience</b>	3 years relevant experience



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<b>Training</b>	None Required
<b>Eligibility</b>	RA 1080, as amended, (Teacher)

**FOR HEAD TEACHER II and HEAD TEACHER I:**

**BOX NO. 19:** Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

**BOX NO. 20:**

1. Supports School-Based Management (SBM)
2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3. Ensures adherence to DepEd Orders and other issuances
4. Assists in maintaining the school BEIS
5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6. Assists in implementing programs of the school
7. Assists in working for possible accreditation
8. Monitors the teaching-learning process
9. Evaluates learning outcomes
10. Recommends changes in policies affecting curriculum and instruction
11. Implements innovations and alternative delivery schemes
12. Localizes/indigenizes curriculum
13. Prepares specific budget and accounts for funds received
14. Maximizes the use of textbooks, references and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16. Coordinates with stakeholders on resource generation and mobilization
17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18. Monitors teachers and master teachers
19. Recommends staffing requirements and assists in the selection and hiring of teachers
20. Conducts department-based training as a result of training needs analysis
21. Evaluand performance of teachers
22. Promotes harmonious working relationship among teachers
23. Promotes the corporate image of the Department of Education
24. Recommends promotion of teaching and non-teaching personnel
25. Establishes and ensures support and cooperation of stakeholders



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26. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27. Proposes plans and implements SB INSET
28. Prepares and submits monthly supervisory/accomplishment report

**BOX NO. 21 (QUALIFICATION STANDARDS):**

**NOTE: Please copy the details below. Do not put your personal credentials. Thank you.**

**FOR HEAD TEACHER II**

<b>Education</b>	<b>ELEMENTARY:</b> Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization  <b>SECONDARY:</b> Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
<b>Experience</b>	<b>ELEMENTARY:</b> HT for 1 year; or TIC for 1 year; or Teacher for 4 years  <b>SECONDARY:</b> HT for 1 year; or Teacher 4 years
<b>Training</b>	24 hours of relevant training
<b>Eligibility</b>	RA 1080, as amended, (Teacher)

**FOR HEAD TEACHER I**

<b>Education</b>	<b>ELEMENTARY:</b> Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization  <b>SECONDARY:</b> Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
<b>Experience</b>	TIC for 1 year; or Teacher for 3 years
<b>Training</b>	24 hours of relevant training
<b>Eligibility</b>	RA 1080, as amended, (Teacher)

**FOR TEACHER III:**

**BOX NO. 19:** To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.

**BOX NO. 20:**

1. Teaches or more grades/levels using appropriate and innovative teaching strategies
2. Facilitates learning in the elementary/secondary 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



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3. Monitors and evaluates pupils/ students' progress
4. Undertakes activities to improve performance indicators
5. Maintains updated pupils/ students' progress regularly
6. Supervises curricular and co-curricular projects and activities
7. Maintains updated pupil/ student school records
8. Counsels and guides pupils/ students
9. Supports activities of governmental and non-governmental organizations
10. Conducts Action Plan
11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
12. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
13. Does related work

**BOX NO. 21 (QUALIFICATION STANDARDS):**

**NOTE: Please copy the details below. Do not put your personal credentials. Thank you.**

**FOR TEACHER III (ELEMENTARY):**

<b>Education</b>	Bachelor of elementary education (BEEd) or Bachelor's degree plus 18 professional units in Education
<b>Experience</b>	2 years relevant experience
<b>Training</b>	None required
<b>Eligibility</b>	RA 1080, as amended, (Teacher)

**FOR TEACHER III (SECONDARY):**

<b>Education</b>	Bachelor of secondary education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major
<b>Experience</b>	2 years relevant experience
<b>Training</b>	None required
<b>Eligibility</b>	RA 1080, as amended, (Teacher)

6. The forms for Appointment are available for download at the SDO Website (<https://depedsorsogon.com.ph/Home/Forms>).

7. For information and compliance.

  
**JOSE L. DONCILMO, CESO V**  
Schools Division Superintendent



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