

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			
		11			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
DEPARTMENT OF EDUCATION			BUREAU OF ELEMENTARY EDUCATION		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
<i>DIVISION OF SULTAN KUDARAT</i>					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
GAA			N/A		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
			ASSISTANT SCHOOLS DIVISION SUPERINTENDENT		
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			NA		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, DAILY LESSON LOG, CHALK, PAPER, PENCIL					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
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):	PARENTS & BGRY. OFFICIALS	
Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
Classroom Based	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
1.To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority 2. To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School or Head of Unit.					

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

• Planning, preparing and delivering lessons to all students in the class; • Teaching according to the educational needs, abilities and achievement of the individual students and groups of students; • Adopting and working towards the implementation of the school development plan of the particular school they are giving service in; • Assigning work, correcting and marking work carried out by his/her students; • Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students; Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students; • Participating in arrangements within an agreed national framework for the appraisal of students' performance; • Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her; • Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice;

• Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students; • Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the National Curriculum Framework guidelines; • Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. Through effective dialogue, participating in reciprocal peer review and observation of class teaching practice by the Head of Department (subject/level) concerned; • Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities, and taking part in action research exercises.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree in Elementary or it's equivalent	None Required	None Required	PBET/LET/Teacher Exam

21e. Core Competencies	Competency Level
<ul style="list-style-type: none"> • <i>Good at Communication</i> • <i>Maintaining a Professional Appearance</i> • <i>Demonstrating a Commitment to the Profession</i> • <i>Able to Collaborate</i> • <i>Able to Identify Student Needs</i> 	

21f. Leadership Competencies	Competency Level
<ul style="list-style-type: none"> • <i>Strengthening Unity of Vision in a Team</i> • <i>Managing an Effective Team</i> • <i>Understanding Self and Team as Part of a System</i> 	

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
90% 10%	TEACHING COMMUNITY INVOLVEMENT	

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

Name of School Head, Date and Signature