DEPARTMENT OF EDUCATION
RECORDS SECTION
RECEIVED
BY:
DATE: 1-6-26
TIME:
LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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Office of the Schools Division Superintendent

January 5, 2026

10626013

DIVISION MEMORANDUM
No. 07, s. 2026

ANNOUNCEMENT OF ASSESSMENT OF VACANT POSITIONS

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Elementary/Secondary School Heads
All Unit/Section Heads
All Others Concerned

1. This Office informs the field of assessment for the following non-teaching and teaching vacant positions:

Position	No of Vacancy	Salary	District / School Assignment	Qualification Standards (Minimum Requirements)
Teacher II (T-II)	1	SG 12 (P32,245)	Elem	**Education :** Bachelor's degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education **Experience :** 1 year teaching experience **Training :** 8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years **Eligibility :** RA 1080 as amended (Teacher-Elementary/Secondary) **Performance Requirement :** at least 6 Proficient COIs at Very Satisfactory and at least 4 Proficient NCOIs at Very Satisfactory
Teacher III (T-III)	4	SG 13 (P34,421)	Elem	**Education :** Bachelor's degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education **Experience :** 2 years teaching experience

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				Training : 16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years **Eligibility :** RA 1080 as amended (Teacher-Elementary/Secondary) **Performance Requirement :** at least 12 Proficient COIs at Very Satisfactory and at least 8 Proficient NCOIs at Very Satisfactory
Education Program Specialist II (EPS II)	1	SG 16 (P43,560)	CID ALS	**Education :** Bachelor's degree in Education; or its equivalent **Experience :** 2 years experience in education research, development, implementation or other relevant experience **Training :** 4 hours of relevant training **Eligibility :** RA 1080 (Teacher); Career Service Professional; Appropriate Eligibility for Second Level Position
Administrative Assistant III (ADAS III)	1	SG 9 (P23,226)	1 SDO Accounting Unit	**Education :** Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016) **Experience :** 1 year relevant experience (preferably finance related experience) **Training :** 4 hours of relevant training (preferably finance related training) **Eligibility** : Career Service (Sub Professional) First Level Eligibility)
Administrative Assistant I - (ADAS I)	1	SG 7 (P21,448)	1 JHS	**Education :** Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016) **Experience :** None Required **Training :** None Required **Eligibility** : Career Service (Sub Professional) First Level Eligibility)
**anticipated*				

2. The Schedule of Activities for assessment is as follows:

Activity	Position to be Assessed	Date and Time
Pre-registration of Interested Applicants **(through submitting the Documentary Requirements in PDF Forms and hard copy)**		January 5 to 16, 2026
Initial Evaluation of applicant's documents		January 19 and 21, 2026
Notification of Qualified Applicants		January 22 and 23, 2026
Assessment of Documents, PPST-COI (Classroom Observation), and PPST NCOI (Portfolio Annotations and BEI) Assessment of Documents, Behavioural Events Interview, Skill Test and Written Examination	Elem T-II and T-III EPS II, ADAS III AND ADAS I	To be announced in another memorandum

3. Qualified and interested applicants are requested to pre-register by completing the Google form at this link https://bit.ly/SDOLIGAOCITYPREREGISTRATIONOFAPPLICANTS and submitting one (1) photocopy (hard copy) of the Documentary Requirements / Pertinent Documents at the Personnel Section on or before January 16, 2026.

4. All notified qualified applicants who meet the above qualification standards are advised to bring the original documents on the scheduled date of assessment at the SDO Ligao City, ASDS Office. The documents must be prepared in the following sequence:

Documentary Requirements:

a. Letter of Intent addressed to the Head of Office containing the following information:
   a.1. Statement of purpose/expression of interest; and
   a.2. Learning area/subject group they intend to teach, if applicable
b. Duly Accomplished Personal Data Sheet (CSC Form 212, revised 2025) with attached Work Experience Sheet;
c. Photocopy of Voter's ID and/or any proof of residency;

d. Photocopy of valid and updated PRC License/ID, if applicable;
e. Photocopy of Certificate of Eligibility / Rating, if applicable;
f. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) with **Certificate of General Weighted Average** and Diploma, including completion of graduate and post-graduate units / degrees in the highest academic/grade level earned, if applicable;
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
h. Photocopy of latest appointment (for those applying for promotion);
i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
k. Photocopy of the Performance Rating
k.1. FOR ELEM T-II and T-III – Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item No. 25 of Deped Order No. 20, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
k.3. **FOR EPS II, ADAS I, and ADAS III –** Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current /latest position prior to the deadline of submission, if applicable;
l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 *(Data Privacy Act of 2012),* using the attached form *(Annex A)* sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 ans as further amended by RA No. 10755;
m. Other documents may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators. For **EPS II, , ADAS I, and ADAS III– Means of Verification (MOV's – Annex B)** showing Outstanding Accomplishments.

5. Individuals who failed to submit complete mandatory documents (Items 4.a to 4.l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of additional documentary requirements or those that may be required by the HRMPSB (Item 19.m) shall not warrant exclusion from the pool of official applicants.

6. No additional documents shall be accepted after the deadline.

7. This office shall adopt an open ranking system guided by DepEd Order 20, s. 2024 (Elem Teacher II and Teacher III), DepEd Order No. 7, s. 2023 (EPS II, ADAS III, and ADAS I), DepEd Order No. 19, s. 2022, CSC MC No. 14, s. 2018 and other related issuances.

8. Qualified applicants will be notified through the contact number and email address provided in their Personal Data Sheet.

9. This office adheres to the principle of equal opportunity for all in the recruitment, selection, and appointment of personnel in the first and second level positions in all units, sections and schools covering all officials and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation or activity.

11. Expenses related to the conduct of the above activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

12. Immediate and widest dissemination of this memorandum is desired.

NYMPHA D. GUEMO
Schools Division Superintendent

MEANS OF VERIFICATION (MOV)
(FOR NON-TEACHING and RELATED TEACHING POSITIONS)

1. **OUTSTANDING ACCOMPLISHMENTS** – refers to meritorious contributions of an applicants, such as ideas, inventions or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and / or savings in government spending.

   a. ***Awards and Recognition*** – refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

      a.1. Citation or Commendation – shall apply only to applicants for **General Services positions.**

      MOV: Letter of Citation or Commendation from previous employer

      a.2. Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year work experience (e.g. fresh graduates)

      MOV : A. Academic or inter-school award; or
      B. Ten Outstanding Students of the Philippines (TOSP) Award; or
      C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

      a.3. Outstanding Employee Award – shall apply to applicants with previous work experience, or those applying to positions with experience requirement

      MOV : A. Any issuance, memorandum or document showing the Criteria for the search; and
      B. Certificate of Recognition/Meri*t*

   b. *Research and Innovation*

      MOV :

      A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
      B. Accomplishment Report Verified by the Head of Office
      C. Certification of Utilization of the innovation or research, within the school/office duly signed by the Head of Office.
      D. Certification of adoption of the innovation or research by another school / office duly signed by the Head of Office

E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research

c. ***Subject Matter Expert / Membership in National TWGs or Committees*** – shall apply to applicants who have been chosen and requested to use their technical knowledge, skills and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies and learning
materials. Subject matter expertise or membership in NTWG's or Committees must, however, be relevant to the position being applied for.

MOV :

A. Issuance or Memorandum showing the membership in NTWG or Committee;
B. Certificate of Participation or Attendance; and
C. Output / Adoption by the Organization/DepED.

d. ***Resource Speakership / Learning Facilitation*** – shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s.

MOV:

A. Issuance / Memorandum / Invitation / Training Matrix; and
B. Certificate of Recognition / Merit / Commendation / Appreciation; and
C. Slide deck/s used and / or Session Guide/s

e. ***NEAP Accrediated Learning Facilitator*** – shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP)

MOV :

A. Certificate Recognition as Learning Facilitator issued by NEAP Regional Office
B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

FOR TEACHING POSITION

Annex C-1

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes ( ) No ( )
Solo Parent: Yes ( ) No ( )

	Basic Documentary Requirement	Status of Submission *(To be filled-out by the applicant: Check if submitted)*	Verification *(To be filled-out by the HRMO/HR Office/sub-committee)*	
			Status of Submission *(Check if complied)*	Remarks
a.	Letter of intent addressed to the SDS			
b.	Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c.	Photocopy of Voter's ID and/or any proof of residency			
d.	Photocopy of valid and updated PRC License/ID			
e.	Photocopy of Certificate of Board Rating			
f.	Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g.	Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h.	Photocopy of latest appointment (for those applying for promotion)			
i.	Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j.	Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II , Trainers Methodology Certificate (TMC), if applicable			
k.	Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l.	Checklist of Requirements, CAV, Data Privacy Consent Form			
m.	Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

Attested:

_____
Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

_____
Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

_____
Person Administering Oath

In consonance with Republic Act No. 8792 or the "*Electronic Commerce Act of 2000*", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) [w]here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

FOR NON-TEACHING AND TEACHING RELATED POSITION

Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Office of the Position Applied For: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes ( ) No ( )
Solo Parent: Yes ( ) No ( )

	Basic Documentary Requirement	Status of Submission *(To be filled-out by the applicant; Check if submitted)*	Verification *(To be filled-out by the HRMO/HR Office/ sub-committee)*	
			Status of Submission *(Check if complied)*	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

_____
Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

_____
Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

_____
Person Administering Oath

In consonance with Republic Act No. 8792 or the "*Electronic Commerce Act of 2000*", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

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SCHOOLS DIVISION OFFICE OF LIGAO CITY

ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	**Education Program Specialist II for Alternative Learning System**	**Status of Appointment :**	Regular Permanent
Monthly Salary :	Php 43,560.00	**Place of Assignment :**	CID ALS
PERA :	Php 2,000.00	**No. of Vacancy :**	1

QUALIFICATION STANDARDS	
Education:	Bachelor's degree in Education; or its equivalent
Training :	4 hours of relevant training
Experience :	2 years experience in education research, development, implementation or other relevant experience
Eligibility :	RA 1080 (Teacher); Career Service Professional; Appropriate Eligibility for Second Level Position

JOB SUMMARY

To provide basic education services to out-of-school children, youth and adults by assisting the Designated ALS Supervisor in coordinating activities on Alternative Learning System (ALS) programs & projects; instructional supervision; monitoring & evaluation and provision of technical assistance to ALS Teachers (DepEd-Delivered, DepEd Procured, and Non-DepEd Financed/Partners).

Duties and Responsibilities

LITERACY MAPPING/ ADVOCACY AND SOCIAL MOBILIZATION	1. Facilitate the conduct of training, orientation, workshops, or any social mobilization activities related to the ALS in the Division.
	2. Facilitate and coordinate the conduct of community literacy mapping.
	3. Consolidate the result of literacy mapping in the SDO in order to draw a Literacy Map to geographically illustrate the location of ALS target learners, and plan starategies to implement the ALS programs.
ASSESSMENT	1. Serve as member of the Division Committee on Portfolio assessment for A&E certification. 2. Consolidate the result of Assessment of Basic Literacy (ABL) and/or Functional Literacy Test (FLT)
INSTRUCTIONAL SUPERVISION	1. Assist the Designated ALS Supervisor in the conduct of instructional supervision. 2. Assist in the development of school-based/division-based/contextualized assessment materials and learning resources for Community Learning Centers (CLCs). 3. Assist the Learning Action Cell (LAC) leader/LAC facilitator in the conduct of LAC sessions for ALS teachers.
MONITORING and EVALUATION	1. Manage the enrolment of ALS learners in the Learner Information System (LIS) and consolidate Division data on MIS/LIS for submission to CO and RO.
OTHER TASKS	1. Assist the Designated ALS Supervisor in the conduct of local literacy activities 2. Perform other tasks that may be deemed rlevant to the implementation of ALS Programs and Projects.

DEADLINE OF SUBMISSION : January 16, 2026 @ Human Resource Office through Record Office

Republic of the Philippines
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ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	**Administrative Assistant III**	**Status of Appointment :**	Regular Permanent
Monthly Salary :	Php 23,226.00	**Place of Assignment :**	OSDS Accounting Unit
PERA :**	Php 2,000.00	**No. of Vacancy :**	1

QUALIFICATION STANDARDS	
Education:	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Training :	4 hours of relevant training
Experience :	1 year relevant experience
Eligibility :	Career Service (Sub Professional) First Level Eligibility)

JOB SUMMARY

To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

Duties and Responsibilities	
Financial Records and Reports	1. Ascertains that transaction have been properly recorded in books 2. Verify financial statements made by subordinate, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. 2. Provides inputs for improvement of accounting section 3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

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ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	**Administrative Assistant I**	**Status of Appointment :**	Regular Permanent
Monthly Salary :	Php 21,448.00	**Place of Assignment :**	OSDS Budget Office
PERA :**	Php 2,000.00	**No. of Vacancy :**	1
QUALIFICATION STANDARDS			
Education:	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)		
Training :	None Required		
Experience :	None Required		
Eligibility :	Career Service (Sub Professional) First Level Eligibility)		
JOB SUMMARY			
To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.			
Duties and Responsibilities			
Budget Preparation, Execution and Accountability Data and Documents	1. Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports 2. Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations 3. Provides clerical support in the preparation of budget proposals 4. Prepares obligation request for claims 5. Prepares reports on the budget matters		

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ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	**TEACHER III**	**Status of Appointment :**	Regular Permanent
Monthly Salary :	Php 34, 421.00	**Place of Assignment :**	Elementary
PERA :	Php 2,000.00	**No. of Vacancy :**	4
QUALIFICATION STANDARDS			
Education:	Bachelor's degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education		
Training :	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years		
Experience :	1 year teaching experience		
Eligibility :	RA 1080 as amended (Teacher-Elementary/Secondary)		
Performance Requirement	At least 6 Proficient COIs at Very Satisfactory and at least 4 Proficient NCOIs at Very Satisfactory		
JOB SUMMARY			
The Teacher is responsible for the delivery of quality basic education curriculum. The position requires professional independence in the application of skills that are vital to the teaching and learning process. The position is expected to demonstrate skills in planning, implementing, and managing teaching and learning programs that meet curriculum and assessment requirements.			
Duties and Responsibilities			
Content Knowledge and Pedagory	• Applies developmentally appropriate and meaningful pedagogy in facilitating learning grounded on knowledge of content within and across curriculum areas and current research; • Displays proficiency in the use of Mother Tongue, Filipino, and English in the teaching and learning process; • Uses appropriate and innovative teaching strategies and technologies to promote high quality learning outcomes;		
Learning Environment	• Establishes and maintains learning-focused environments that are safe, secure, fair, and supportive in order to promote learner responsibility and achievement; • Creates physical and/or virtual spaces where learner behavior is efficiently managed while providing intellectually challenging and stimulating activities in order to encourage constructive classroom interactions geared towards the attainment of high standards of learning;		
Diversity of Learners	• Plans and designs adaptive learning opportunities that are responsive to learner diversity;		
Curriculum and Planning	• Applies professional knowledge to translate curriculum content into planning and designing well-structured and sequenced lessons wherein learning activities are contextually relevant and responsive to learners' needs;		
Assessment and Reporting	• Uses assessment data and strategies in a variety of ways for information and enhancement of the teaching and learning process and programs;		
Community Linkages and Professional Engagement	• Engages with stakeholders to establish school-community partnerships and facilitate their involvement in the educative process;		
Professional Growth and Professional Development	• Undertakes activities towards personal growth and professional development; and		
Secondary Duties	• Does related work essential to the teaching and learning process.		

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ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	**TEACHER II**	**Status of Appointment :**	Regular Permanent
Monthly Salary :	Php 32,245.00	**Place of Assignment :**	Elementary
PERA :	Php 2,000.00	**No. of Vacancy :**	1

QUALIFICATION STANDARDS	
Education:	Bachelor's degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education
Training :	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years
Experience :	1 year teaching experience
Eligibility :	RA 1080 as amended (Teacher-Elementary/Secondary)
Performance Requirement	At least 6 Proficient COIs at Very Satisfactory and at least 4 Proficient NCOIs at Very Satisfactory

JOB SUMMARY

The Teacher is responsible for the delivery of quality basic education curriculum. The position requires professional independence in the application of skills that are vital to the teaching and learning process. The position is expected to demonstrate skills in planning, implementing, and managing teaching and learning programs that meet curriculum and assessment requirements.

Duties and Responsibilities	
Content Knowledge and Pedagory	• Applies developmentally appropriate and meaningful pedagogy in facilitating learning grounded on knowledge of content within and across curriculum areas and current research; • Displays proficiency in the use of Mother Tongue, Filipino, and English in the teaching and learning process; • Uses appropriate and innovative teaching strategies and technologies to promote high quality learning outcomes;
Learning Environment	• Establishes and maintains learning-focused environments that are safe, secure, fair, and supportive in order to promote learner responsibility and achievement; • Creates physical and/or virtual spaces where learner behavior is efficiently managed while providing intellectually challenging and stimulating activities in order to encourage constructive classroom interactions geared towards the attainment of high standards of learning;
Diversity of Learners	• Plans and designs adaptive learning opportunities that are responsive to learner diversity;
Curriculum and Planning	• Applies professional knowledge to translate curriculum content into planning and designing well-structured and sequenced lessons wherein learning activities are contextually relevant and responsive to learners' needs;
Assessment and Reporting	• Uses assessment data and strategies in a variety of ways for information and enhancement of the teaching and learning process and programs;
Community Linkages and Professional Engagement	• Engages with stakeholders to establish school-community partnerships and facilitate their involvement in the educative process;
Professional Growth and Professional Development	• Undertakes activities towards personal growth and professional development; and
Secondary Duties	• Does related work essential to the teaching and learning process.

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