



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO DEL NORTE
DIPOLONG CITY 7100

RELEASED


08 AUG 2017
DATE: _____

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

DIVISION MEMORANDUM

No. 284, s. 2017

TO : All Concerned Teachers
This Division

FROM :  **PEDRO MELCHOR M. NATIVIDAD, CSEE**
Officer-In-Charge 8/8/17
Office of the Schools Division Superintendent

SUBJECT : **ADDITIONAL REQUIREMENT FOR ERF IMPLEMENTATION**

DATE : **August 8, 2017**

This Office is informing you to submit the existing/ actual duties and responsibilities of incumbents of positions and basic letter request address to DBM for the issuance of NOSCA for ERF Implementations of the following teachers, to wit:

NAME	POSITION
SECONDARY	
1. CLEOFE S. TEJERO	T2 – HT1
2. ENIE A. POSTIGO	T1 – HT1
3. JOHNNY A. PALANAS	HT1 – HT2
4. FEDERICO L. BALAIS	HT1 – HT2
5. JEONISA A. POLINAR	T3 – HT1
6. MIRIAM U. CANTILA	T3 – HT1
7. RAYMUNDA A. JIMENEZ	T3 – HT1
8. EVELYN M. MALBACIAS	T2 – HT1
9. EDUARDO L. CAPERIG	HT1 – HT2
10. BERNICE F. TEMONIO	T3 – HT1
11. LYDIA D. MALICAY	HT3 – HT4
12. DIONESIO L. TAGARO	HT1 – HT2
13. MARISA M. RINGCANADA	T2 – HT1

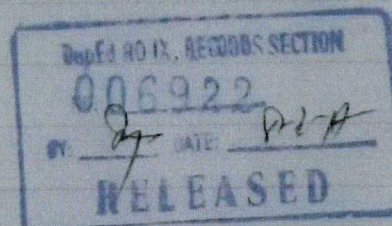
14. MARCELINO T. MEJOS	HT3 – HT4
15. BASILIDES T. ANTAWAG	HT1 – HT2
16. FELIPE M. CALAMBA	T1 – HT1
17. FELIX O. CASIMERO	T3 – HT1
18. ELVIRA B. CABILIN	HT1 – HT2
19. DARRYL B. ICALINA	T1 – HT1
ELEMENTARY	
1. FATIMA C. ACOPIO	T2 – T3
2. ATIA H. DIOLAGLA	T2 – T3
3. KATHLEEN B. EBA	T2 – T3
4. GENEVIEVE C. BERNIDO	T2 – T3
5. CHERLITA D. GONZALES	T2 – T3
6. JANETH V. RANOCO	T2 – T3
7. RIZA A. SARMIENTO	T1 – T3
8. MARISSA D. ESTOCONING	T1 – T3
9. ROSEMARIE O. PENAS	T1 – T3
10. JAYMEE LOU L. TROYO	T1 – T3
11. ANNE FRANCE M. SAMBANG	T1 – T3
12. MARILOU G. BIHAG	T1 – T3
13. VIRGINIA M. RULOG	T1 – T2
14. NANECITA B. SAGA	T1 – T2
15. EVANGELINE L. DANCAC	T1 – T2
16. ESTERLLETA QUIBLAT LU-ANG	T1 – T3
17. ROSILYN P. DESIERTO	T2 – T3
18. EVERGELYNE P. VILLANUEVA	T2 – T3
19. MARIE GLADES J. PANAL	T2 – T3
20. MADELYN E. INDING	T1 – T3
21. MARIZENDIE A. TAMPUS	T1 – T3
22. JISSEL B. ZOZOBRAO	T1 – T3
23. NESA H. DELA CRUZ	T1 – T3
24. MIRAFLOR N. CALUNSAG	T1 – T3
25. JUDITH A. COLANGGO	T1 – T3
26. MA. SUZARRA D. CACHO	T2 – T3
27. PAMPILO A. LUBRIDO	T2 – T3
28. ARLYNIA A. OPORTO	T2 – T3

Please be informed that said documents are an additional requirements of DBM RO IX during the DBM meeting held at RELC, Cabaatagan, last July 10, 2017 which will be used in the evaluation and approval of request for ERF implementation, conversion to Master Teacher and reclassification of school head positions.

For compliance.

The OIC, Schools Division Superintendent
Schools Division of Zamboanga del Norte
Dipolog City

Attention: **Mrs. Helen E. Tangon**
Administrative Officer V
That Office



Sir/Madam:

This office is informing you to submit the existing/actual duties and responsibilities of incumbents of positions and basic letter request address to DBM for the issuance of NOSCA for ERF Implementations of the following teachers, to wit:

Name	Position
ELEMENTARY	
1. LOURDES NUÑEZ	T2-T3
2. REY C. MARATAS	T2-T3
3. NOLITA B. RADA	T2-T3
4. PERLA T. FERNANDEZ	T2-T3
5. JUDITHA C. CABILIN	T1-T3
6. VENERANDA Y. ANG-OG	T1-T3
7. NENA S. GUERRERO.	T1-T3
8. NORJEIMA L. CABALLERO	T1-T3
9. CONSOLPE O. CARONTOC	T1-T3
10. JASHEL B. DADAN	T1-T3
11. CHRISTIANNIE RECAPENTE SUAN	T1-T2
12. EVANGELINE P. SANCHEZ	T1-T3
13. ELIZA E. ENOY	T1-T3
14. LILIBETH M. CAMPANER	T2-T3
15. CRISELDA I. CABAÑERO	T2-T3
16. ROMAR P. ASENTISTA	T2-T3
17. ROWENA F. RELUYA	T1-T2
18. SHERELY B. LADERA	T1-T2
19. JOSEPHINE V. RECOSOSA	T1-T2
20. MARLYN B. ONDAC	T2-T3
21. ROSEMARIE J. ONTOLAN	T1-T2
22. NANCY P. TORRALBA	T1-T3
23. SOFRONIA A. MOLINA	T1-T3
24. REYNILDA B. ABELLO	T1-T3
25. JOSEFINA A. FEROLINO	T1-T3
26. ESTRELLA E. PAGADOR	T1-T3
27. RUBY Y. CATAYTAY	T2-T3
28. PRELYN B. CATIPAY	T2-T3
29. CORSENE C. SUYA	T2-T3

SECONDARY

KATIPUNAN NHS

1. ANALISA B. NADELA T2-T3

SILawe NHS

2. MICHAEL Y. GUMELA T1-T3

SALUG NHS

3. ARLENE E. CABOVERDE T1-T2
4. JULITA E. EMPIS T1-T2

SIAY NHS

5. ELLYN B. GALLO T1-T3

SIARI JOHN H. RHOEMER NHS

6. MAY D. BLANCO T2-T3

SAN ISIDRO NHS

7. ANN B. CENITA T2-T3

GODO NHS

8. NOR-ANA R. LAPUT T1-T3
9. EVANGELINE D. AYING T1-T3
10. ROBERT P. SALAGOSTE T2-T3
11. CHERILYNE B. AJERO T2-T3
12. RAMIL A. MALON T1-T2

TAMPILISAN NHS

13. MARIAFLOR P. DALOGDOG T2-T3

SINDANGAN NHS

14. IDYL DIANA A. FUERTES T1-T3

BARTOLOME C. LIRA, SR. HS

15. JOCEL O. LAPUT T2-T3

LILOY NHS

16. MA. TERESA E. DIONALDO T1-T3

Please be informed that said documents are additional requirements of DBM RO IX during the DBM meeting held at RELC, Cabaatangan last July 10, 2017 which will be used in the evaluation and approval of request for ERF implementation, conversion to Master Teacher and reclassification of school head positions.

Very truly yours,

For the Regional Director:



Republic of the Philippines
JOB DESCRIPTION FORM
BC-CSC Form No. 1
 (CSC revised version No. 1
 as of 2016)

1. POSITION TITLE (as authorized by DBM) with parenthetical title 			
2. ITEM NUMBER	3. SALARY GRADE		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input type="checkbox"/>	Sponsors
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
21e. Core Competencies			Competency Level
<div>1. Demonstrating Personal Effectiveness <i>(Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans.)</i></div> <div>2. Exemplifying Integrity <i>(Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission.)</i></div> <div>3. Solving Problems and Making Decisions <i>(Provides timely solutions to problems and decision dilemmas that do not have clearcut options and assumptions are partial or minimal and need to be identified.)</i></div> <div>4. Speaking Effectively <i>(Effectively delivers messages that require careful planning for the method used and the possible impact of the message; audience may be a large group, i.e., office, organization.)</i></div> <div>5. Writing Effectively <i>(Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy.)</i></div> <div>6. Delivering Service Excellence <i>(Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service.)</i></div> <div>7. Planning and Delivering <i>(Leads the design and implementation of plans, goals and/or objectives which involve members from other units.)</i></div> <div>8. Championing and Applying Innovation <i>(Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures.)</i></div>			(Indicate the required Competency Level here)
21f. Leadership Competencies			Competency Level
<div>1. Thinking Strategically <i>(Displays awareness and demonstrates support to the vision, mission, values, objectives and purposes of CSC as indicated in the CSC Strategy Map/Road Map/ Scorecard.)</i></div>			
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<div>(State the duties and responsibilities here, using the following numbering format)</div> <div>22.a</div> <div>1.</div> <div>2.</div> <div>22b.</div> <div>1.</div>			

23. ACKNOWLEDGMENT AND ACCEPTANCE:	
I have received a copy of this job 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