

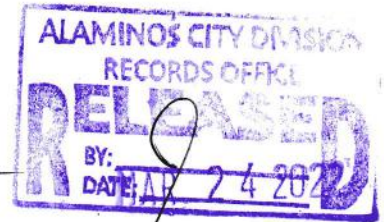


Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2022-115



TO : Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID) - *adn*
 Chief, School Governance and Operation Division (SGOD) - *d*
 Education Program Supervisors, SEPS, Division Personnel
 Elementary and Secondary School Heads/Principals/OIC's
 All Others Concerned

SUBJECT: **ONLINE VALIDATION OF THE DRAFT JOB DESCRIPTIONS OF TEACHING AND SCHOOL ADMINISTRATION POSITIONS**

FROM : The Schools Division Superintendent

DATE : March 24, 2022

1. In connection with Deped Regional Memorandum No. 285 s. 2022 dated March 22, 2022 regarding the online validation of the draft Job Descriptions of Teaching (Teachers and Master Teachers) and School Administration Positions from March 21 – 25, 2022 the following are the participants:

NAME	POSITION	SPECIALIZATION	DESIGNATION
Elnora T. Raroque	EPS	English, CESWE Passer	OIC Principal IV
Shirley P. Enerva	Principal II	Elementary Principal – Science, English	PESSPA President
Celia R. Quintinita	Master Teacher I	Mathematics	President, Elementary Teachers Association
Arnelio Quitania	Teacher III	JHS – Araling Panlipunan, ESP	President, Secondary Teachers Association
Bernard Mendez	Teacher III	JHS - Science	Vice President, Secondary Teachers Association
Leomar Abarra	Teacher III	Special Science	OIC Asst. SHS Principal
Gerly A. Mamaril	SPED Teacher III	Special Education	SPED Teacher

Handwritten notes:
 HRD - *[initials]*
 Nurse - *[initials]*
 #DMO - *[initials]*
 S - Admin
 Dental - *[initials]*
 Pedy - *[initials]*
 Acctg - *[initials]*
 Medical - *[initials]*
 ALS - *[initials]*
 OSA - *[initials]*
 SAME - *[initials]*
 Indirect - *[initials]*
 HPO WRN - *[initials]*

2. Attached herewith is the Regional Memorandum.
 3. For information, guidance, wide dissemination, and strict compliance.

LORNA G. BUGAYONG PhD, CESO V
 Schools Division Superintendent

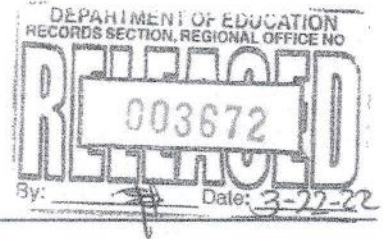
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 Email Address: alaminos.city@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

MAR 22 2022

REGIONAL MEMORANDUM
 No. 285, s. 2022

ONLINE VALIDATION OF THE DRAFT JOB DESCRIPTIONS OF TEACHING AND SCHOOL ADMINISTRATION POSITIONS VIA GOOGLE FORMS

To: Schools Division Superintendents

1. The Department of Education, through the Human Resource and Organizational Development, shall be conducting online validation of the draft Job Descriptions of Teaching (Teachers, Master Teachers) and School Administration Positions from March 21-25, 2022.

2. The review is in line with the Department's commitment to adopt consistency of standards and required competencies in all positions pursuant to the Civil Service Commission Memorandum Circular No. 14 s. 2018 otherwise known as the Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) which encourages agencies to set specific or higher standards and required competencies for their positions.

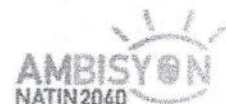
3. In this line, all Schools Division Superintendents are encouraged to identify school personnel to participate in the said online validation:

Schools Division Offices	Teaching Personnel	School Principals
Alaminos City	5	2
Batac City	5	2
Candon City	5	2
Dagupan City	5	2
Ilocos Norte	5	2
Ilocos Sur	5	2
Laoag City	5	2
La Union	5	2
Pangasinan I	6	2
Pangasinan II	6	2
San Carlos City	5	2
San Fernando City	5	2
Urdaneta City	5	2
Vigan City	5	2

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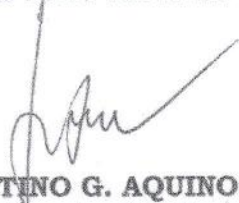
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4. It is recommended to include in the list of participants teachers, master teachers, and school principals with varied backgrounds in terms of specialization, tenure, proficiency, experiences, among others. Furthermore, it is highly recommended to include multi-grade, ALS, IPEd, ALIVE, SPED, Special Science teachers to ensure diversity of respondents.

5. The online validation shall be administered via Google Forms and can be accessed via bit.ly/JD_OnlineValidationForm. The online validation form shall run from March 21-25, 2022. Responses shall only be accepted until 11:59 PM of the last day.

6. For wide dissemination and immediate action.


TOLENTINO G. AQUINO
Director IV



DepEd ROI



Document #

HRDD220200

Reference: DM-HROD-2022-0324

Encl: None

To be indicated in the Perpetual Index
under the following subjects:

TEACHING

SCHOOL PRINCIPALS

VALIDATION

HRDD/jmv/RM_ONLINEVALIDATIO
March 21, 2022

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