



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
GRACEVILLE ELEMENTARY SCHOOL
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

September 27, 2021

SCHOOL MEMORANDUM
NO. 078 s.2021

To: Master Teachers
School Coordinators
Subject Coordinators
Grade Leaders
Class Advisers
All concerned

FUNCTIONS OF GRACEVILLE ELEMENTARY SCHOOLS TEACHERS, SCHOOL AND SUBJECT COORDINATORS, AND GRADE LEADERS

1. This office announces the designations and functions of Graceville Elementary School Teachers, School and Subject Coordinators, and Grade Leaders for SY 2021-2022.
2. This activity aims to:
 - a. Clarify their designations and functions;
 - b. Grade school and subject coordinators, grade leaders, and class advisers to accomplish targets for learners' development; and
 - c. Have professional and personal growth.
3. Enclosures 1, 2, and 3 are attached for reference.
4. For information and guidance.


DIANALYNIA. PALAGANAS PhD
Principal II



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SCHOOL MEMORANDUM NO. 077 s.2021
Enclosure No. 1

FUNCTIONS OF TEACHER I-III BASED ON POSITION DESCRIPTION FORM, IPCRF, AND RPMS

Position Title: TEACHER I-III
Reports To: School Principal
Position Level: TEACHER

MAIN DUTIES

1. Report on class on time
 - Class Program for ODL
 - Time of distribution and retrieval of SLMs
2. Prepare homeroom, visual aids, instructional Weekly Home Learning Plan (WHLP)/Lesson Plans (LPs) before the class starts
 - Video Lessons
 - Localized SLMs, SLKs, LAS on their respective subject
3. Prepare effective daily Lesson Plan/WHLP.
4. Keep parents informed on pupils progress
 - Checking activities and summative tests
 - Return activities and summative tests
 - Provide feedbacks for Individual Monitoring Plan
 - Issue SF9 on time.
5. Keep parents informed on pupils progress
 - Conduct guardians/parents' conference every quarter
 - Communicate guardians/parents regularly for appreciation and development of learners
6. See to it that the pupils are provided with learning materials such as:
 - SLMs
 - SLKs
 - LAS
 - Textbooks
 - Other supplementary materials
7. Prepare and submit necessary form and reports such as:
 - Accomplishment Report
 - Narrative Report
 - Result of Individual Learning Plan
 - School Forms
8. Implement rules and regulations of the school
 - Learners' Handbook
9. Maintain cleanliness of classroom, school facilities and equipment
10. Keep records of the pupils' performance
 - E-Class records
11. Observe proper grooming
 - Wearing of prescribed uniform and appropriate wardrobe



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12. Support all school policies
13. Do other related works from time to time to which may be asked
14. Attend and participate in-service education trainings and faculty meeting.

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Enclosure No. 2

**FUNCTIONS OF MASTER TEACHER I-III BASED ON POSITION DESCRIPTION FORM, IPCRF,
AND RPMS**

Position Title: MASTER TEACHER I-III
Reports To: School Principal
Position Level: MASTER TEACHER

MAIN DUTIES

1. Attends professional meetings, in-service and related activities for self-growth and advancement.
2. Prepares daily log and visual aids related to lesson.
3. Conduct remedial episodes classes for slow learners.
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 relationship with superiors, students, local and public officials, and co-teachers.
8. Observe proper decorum.
9. Conducts echo seminars for co-teachers.
10. Mentor co-teachers in content and skills difficulties.
11. Helps in proper and accurate dissemination/ implementation of school policies.
12. Assist principals in instructional monitoring of teachers.
13. Guides co-teacher in the performance of duties and responsibilities.
14. Leads in 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 research on instructional problems
19. Coordinates with the grade chairman in disseminating information about school problems, award, 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



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23. Serves as trainer in school-based INSET
24. Evaluates teacher-made tests and interpret results
25. Regularly checks 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
28. Assist teachers towards improving their competencies
 - Mentoring/coaching to teachers
 - Giving technical assistance whenever necessary
 - Lead LAC, TIP, LDM and ELLN-DAP training
 - Assist teachers in crafting effective WHLP, LAS, SLMs, SLKs, and other supplementary learning materials
29. Leadership in the preparation of instructional materials, video lessons and other teaching materials
 - Serve as resource person/consultant during school level seminars and as facilitators
30. Perform other functions commensurate with their capabilities as the school head may assign:
 - Checking of structuring of rooms
 - Checking the bulletin board of teachers
 - Checking of WHLP, LP, Summative Test, School forms
 - Observe classes based on RPMS tools
 - Craft School Guidelines and criteria for teachers and learners improvement
 - Craft School-Based action research
 - Craft localized SLMs, SLKs, LAS and other learning resources
 - Craft interventions on their respective learning area
 - Craft feedback mechanism to check the effectiveness of interventions
 - Provide analysis on the results of Project AN, Phil-IRI, SLAR and School Interventions



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Enclosure No. 3

Position Title: SUBJECT COORDINATOR
Reports To: School Principal
Position Level: Coordinator

MAIN DUTIES

- 1. Leading, developing and maintaining the ethos and character of the school.**
 - Demonstrate an understanding of and value for GVES spirituality and an ability and willingness to help lead the school in the GVES Spirit,
 - Place value on the sacredness of each person and showing attentiveness to the aspirations and needs of individuals,
 - Engage in on-going formation of Heart Spirituality, and
 - Create positive relationships with students, staff and parents that embrace the key values of the Spirituality of the heart.
- 2. Leadership of teaching and learning in the school**
 - Ensure all classes in the school level are using effective evidence-based practices,
 - Actively support school-wide focus areas and ensure these embedded in best practices,
 - Experience teaching a wide range of year groups/levels within the school,
 - Monitor learner outcomes in the school and make appropriate adjustments, when necessary,
 - Ensure that all teachers in the school are using high quality assessment tasks, and
 - Demonstrate passion for and expertise in the area.
- 3. Leadership of the curriculum**
 - Lead the process for re-writing and reviewing courses to ensure they are innovative, engaging and up to date,
 - Ensure all teachers in the level are teaching approved courses at an appropriate standard,
 - Lead teachers in the department to ensure they produce quality reports for parents,
 - Contribute as a member of the Curriculum Coordinators Committee to the improvement of teaching and learning and curriculum at the school.
 - Ensure appropriate moderation procedures are being followed across all levels in the school, and
- 4. Support and leadership of staff within the department**
 - Act with integrity and professionalism in dealing with staff, students and parents,
 - Create a sense of collaboration and a positive environment in the department and assist teachers to thrive,



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- Support teachers and works with students who are not engaging in learning and/or are misbehaving in department classes.
 - Facilitate conflict resolution between staff and staff, staff and students, and/or staff and parents, and
 - Ensure all teachers in the department are performing at appropriate professional standards.
- 5. Administration and management of the department and issues within the department**
- Complete all administrative tasks relating to the role accurately and on time,
 - Communicate with staff, students and parents when required,
 - Ensure all department documentation and records are up to date, and
 - Ensure all teachers in the department complete their moderation portfolios on time.
- 6. Leadership and engagement in professional learning**
- Demonstrate engagement in professional learning in the areas of pedagogy, content knowledge and leadership,
 - Facilitate professional conversations with teachers in the department regarding their professional growth and their performance and development plans,
 - Demonstrate commitment to continuous improvement and actively lead and support school-wide directions.



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