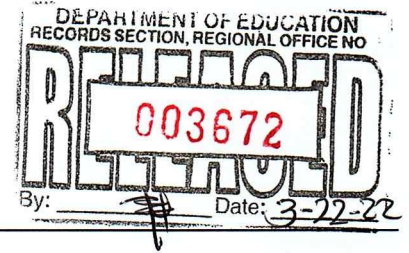




Republic of the Philippines  
**Department of Education**  
 REGION I



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 tie 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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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](https://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 R01



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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