

Republic of the Philippines  
**POSITION DESCRIPTION FORM**  
 DBM-CSC Form No. 1  
 (Revised Version No. 1, s. 2017)

**1. POSITION TITLE (as approved by authorized agency) with parenthetical title**

**SPECIAL EDUCATION TEACHER I**

**2. ITEM NUMBER**

**3. SALARY GRADE**

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

- |                                       |                                    |                                    |
|---------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Province     | <input type="checkbox"/> 1st Class | <input type="checkbox"/> 5th Class |
| <input type="checkbox"/> City         | <input type="checkbox"/> 2nd Class | <input type="checkbox"/> 6th Class |
| <input type="checkbox"/> Municipality | <input type="checkbox"/> 3rd Class | <input type="checkbox"/> Special   |
|                                       | <input type="checkbox"/> 4th Class |                                    |

**5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT**

DEPARTMENT OF EDUCATION

**6. BUREAU OR OFFICE**

**7. DEPARTMENT / BRANCH / DIVISION**

DIVISION OF DAVAO DEL NORTE

**8. WORKSTATION / PLACE OF WORK**

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY**

**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)*

**POSITION TITLE**

**ITEM NUMBER**

**16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK**

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**Occasional**

**Frequent**

Executive / Managerial  
 Supervisors  
 Non-Supervisors  
 Staff

General Public  
 Other Agencies  
 Others (Please Specify): \_\_\_\_\_

**18. WORKING CONDITION**

Office Work  
 Field Work

Other/s (Please Specify)

**19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION**

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

- ❖ Assesses children/youths with special needs together with a multidisciplinary assessment team
- ❖ Recommends proper educational placement of children/youth with special needs
- ❖ Modifies the curriculum to address the needs of children/youth with special needs
- ❖ Teaches children/youths with special needs
- ❖ Uses instructional materials/assistive devices appropriate for children with special needs
- ❖ Conducts case studies/researches of children/youth with special needs
- ❖ Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
- ❖ Coordinates placement of children/youth with special needs for regular classroom inclusion
- ❖ Ensures that regular and receiving teachers adhere to inclusive education policies
- ❖ Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)
<b>21e. Core Competencies</b>			<b>Competency Level</b>
<i>(Indicate the required Core Competencies here)</i>			<i>(Indicate the required Competency Level here)</i>
<ul style="list-style-type: none"> <li>❖ Self-management</li> <li>❖ Professionalism and Ethics</li> <li>❖ Result Focus</li> <li>❖ Teamwork</li> <li>❖ Service Orientation</li> <li>❖ Innovation</li> </ul>			
<b>21f. Leadership Competencies</b>			<b>Competency Level</b>
<i>(Indicate the required Leadership Competencies here)</i>			<i>(Indicate the required Competency Level here)</i>
<ul style="list-style-type: none"> <li>❖ Leading People</li> <li>❖ People Performance Management</li> <li>❖ People Development</li> </ul>			
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		<i>(Indicate the required Competency Level here)</i>

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position 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

**DR. JOSEPHINE L. FADUL**  
\_\_\_\_\_  
Schools Division Superintendent  
Supervisor's Name, Date and Signature