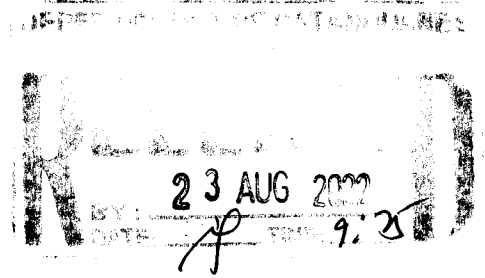




Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



ADDENDUM TO UNNUMBERED MEMORANDUM (dated August 11, 2022)
RE: Announcement of Vacancies
August 22, 2022

Attached is the Job Description of Nurse II and Head Teacher III.

For information and guidance.

SUSAN S. COLLANO
Schools Division Superintendent





Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

POSITION TITLE	DUTIES AND RESPONSIBILITIES
NURSE II	<ul style="list-style-type: none">➤ Provide quality nursing service to school populace under the four phases of School Health Program➤ Implements health education programs such as health promotion and disease prevention activities➤ Looks into the sanitation of the lunch counter and the selection, preparation and serving of food➤ Evaluates the nature and severity of patients problem utilizing nursing assessment skills (vision and hearing testing, height and weight taking and determines appropriate level of care needed).➤ Confers with teachers on the kind of follow-up needed by pupils.➤ Provides individual instruction, guidance and counseling on health problems, concerns, treatment and procedures.➤ Utilizes tested medicinal plants in the treatment of common ailment.➤ Initiates and implements health related projects.➤ Monitors and evaluates health and nutrition projects and programs implementation.➤ Follows-up cases of sick children, teachers and other school personnel through home/hospital visits.➤ Confers with parents/teachers concerning the health status of pupils/students➤ Initiates/Reactivates the organization of community health council.➤ Cooperates with agencies in emergencies and relief works during epidemics, disasters and calamities➤ Gives health lectures/talks to classes before and after any health activities.➤ Encourages wholesome interpersonal relationships.➤ Assists the administrator in the organization of a healthful school day.➤ Conducts health and nutrition survey and utilizes results for planning and research.➤ Participates in the evaluation of school health and nutrition projects and programs.➤ Establishes health and nutrition data bank.➤ Recommends medicine and other supplies for medical services in coordination with the medical officer.



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POSITION TITLE	DUTIES AND RESPONSIBILITIES
HEAD TEACHER III	<ul style="list-style-type: none"> ➤ Perform Administrative Supervisory function ➤ Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations. ➤ Supports School-Based Management (SBM) ➤ Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP) ➤ Ensures adherence to DepEd Orders and other issuances ➤ Assists in maintaining the school BEIS ➤ Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card ➤ Assists in implementing programs of the school ➤ Assists in working for possible accreditation ➤ Monitors the teaching-learning process ➤ Evaluates learning outcomes ➤ Recommends changes in policies affecting curriculum and instruction ➤ Implements innovations and alternative delivery schemes ➤ Localizes/indigenizes curriculum ➤ Prepares specific budget and accounts for funds received ➤ Maximizes the use of textbooks, references and other instructional materials ➤ Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials ➤ Coordinates with stakeholders on resource generation and mobilization ➤ Motivates and supports teachers to attain peak performance through awards, recognition and incentives ➤ Monitors teachers and master teachers ➤ Recommends staffing requirements and assists in the selection and hiring of teachers ➤ Conducts department-based training as a result of training needs analysis ➤ Evaluand performance of teachers ➤ Promotes harmonious working relationship among teachers ➤ Promotes the corporate image of the Department of Education ➤ Recommends promotion of teaching and non-teaching personnel ➤ Establishes and ensures support and cooperation of stakeholders ➤ Provides technical assistance in school-related