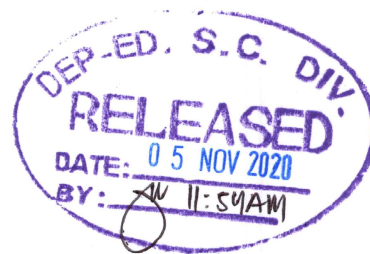




Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



November 10, 2020

DIVISION MEMORANDUM
No. AOV-80_____, s. 2020

ANNOUNCEMENT OF VACANCY

TO : All Interested Applicants

- This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
- Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

2.a ASSIGNMENT

Office	: Office of the School Division Superintendent
School	: For Badjao Tribal Community Canlanipa Central Elementary School (CCES) & Taft National High School (TNHS) For Mamanwa Tribal Community Calderon Village Elementary School (CVES) & Mat-i National High School (MNHS)

2.b POSITION PROFILE

Position Title	: Two (2) Learning Support Aide (LSA) for Badjao Tribal Community Two (2) Learning Support Aide (LSA) for Mamanwa Tribal Community
Parentetical Title	: None
Plantilla Item No.	: Not Applicable

2.c COMPENSATION

Salary Grade	: Not Applicable	Monthly Salary	: PhP 6,000.00 Contract of Service
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2.d JOB DESCRIPTION

- Works together in collaboration with a teacher and contributes to the provision of learning opportunities that promote achievement and progression of learners;
- Assist in the production or reproduction of learning modules, activity sheets, and other instructional materials;
- Distribute to and retrieve from learners the supplementary activity sheets, remediation exercises, and enrichment activities prepared by the teacher/s;

FEA/fcc

11/05/2020



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
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2.d JOB DESCRIPTION

- Monitor and track the learners' accomplishment of the tasks indicated in the Weekly Home Learning Plan following the timeframe set by the teacher/s concerned as anchored on the self-learning modules;
- Clarify any difficulty or confusion that learners may encounter in the lesson or learning tasks, and coordinate such concern/s with the subject teacher/s concerned;
- Guide the learners and/or parents/guardians in the observance of the prescribed protocols and requirements for implementing the DLDM employed;
- Guide learners and/or parents/guardians in establishing routines and procedures to manage time properly based on the Weekly Home Learning Plan prepared by the teachers. Remind the learners and/or parents/guardians to follow the allotted time for learning tasks, teacher consultation, exercise, hobbies, play, family bonding, and other activities indicated in the Weekly Home Learning Plan as part of nurturing their socio-emotional well-being;
- Monitor and track the learners' accomplishment and timely submission of all task requirements for the portfolio for the subject area/s;
- Document and keep record of the learners' progress based on formative assessments, and submit the same to the teacher/s for instructional decision;
- Help the teacher/s in determining the need for intervention strategies based on their observation and tracking of the learner's progress;
- Communicate with and explain to the learners the learning tasks or activities indicated in the identified intervention, remediation, or enrichment strategy prepared by the teacher/s concerned; Provide answers and clarify any difficulty or confusion about the intervention strategies, and communicate such concern/s to the teacher/s concerned, especially when the Learning Support Aide cannot address such concern/s;
- Coordinate and communicate with the parents and/or guardians the periodic feedback of learner's progress prepared by the teacher/s;
- Comply with laws, rules, and policies on the rights of children, their protection and education, including DO No. 40, s. 2012 (DepEd Child Protection Policy), and applicable DepEd issuances to ensure that in the course of engagement, the learner shall at all times be protected against abuse, violence, exploitation, discrimination, and other forms of abuse; and
- Perform other tasks and functions related to the teaching and learning process, as may be deemed necessary and/or assigned by the School Head;
- Shall be under the overall supervision of the School Head;
- All administrative actions and decisions pertaining to contractual relations shall be exercised by the Schools Division Superintendent (SDS).

2.f QUALIFICATIONS

Education	: At least Senior High School Graduate; or at least two (2) years in college
Training	: None required
Experience	: None required
Eligibility	: None required
Skills	: Average in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)
Age	: At least 21 years old but not more than 59 years old
Preference	: Resident of the community/barangay where the school is located and immersed with the tribe culture.

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We serve with Goodness, Openness, and Dignity