

## PERFORMANCE PLEDGE

(Adopted) from Performance Pledge provided in CSC Citizen's Charter

We, the officials and employees of the Department of Education, pledge to:

**S**erve you promptly, efficiently and with utmost courtesy;

**E**nsure strict compliance with service standard;

**R**espond to your complaint about services as soon as possible;

**V**alue every citizen's comments, suggestions and needs;

**E**mpower the public through 24/7 access to information on our policies, programs, activities and services;

All these we pledge  
Because YOU deserve no less

## TEACHING AND NON-TEACHING COMPLETE STAFF WORK



**Ms. MELINDA C. SAN PEDRO**  
Principal IV / CHAIRMAN

### I. Administrative Duties (30%)

- **Organization** - evaluates admission credentials, prepares the school programs and projects, classifies pupils, attends to paper works and reports.
- **Management of School Plant** - sees that the school ground and facilities are safe, secured and properly used and maintained.
- **Management of Supplies and Equipment** - studies needs of school such as supplies, instructional materials and equipment and make proper requisition.
- **Management of School Personnel** - provides staff development activities. Hears and helps staff problems related to their jobs. Provides opportunities for professional growth and the development of high morals among her personnel.
- \* **Management of School Finance** - sees that the funds are properly spent, kept and studied for school improvement.

### II. Supervisory (60%)

- **Instruction** - sees that the teachers are making the best use of their time, that they are teaching according to approved methods that their lesson plans are well made and useful. Encourages teachers to exercise their ingenuity and initiative in deviating and applying new methods and strategies.
- **Evaluation of Pupils' Work** - studies the progress of pupils through cognitive and non-cognitive and psychomotor assessment, gives special attention to attendance and discipline, aids in the improvement of tests and other evaluation instruments.
- **Co-Curricular Activities** - encourages and supports pupils' organization and clubs, organizes athletic and cultural groups.
- **Ancillary Services** - sees to it that Guidance Center, clinic service, lunch counter, school feeding program, LRMDS, Mutya, library, herbal garden and Gulayan sa Paaralan are functional and contributory to pupils' growth and development.

### III. Community Services (10%)

- **Community and Human Relations** - coordinates with SPTA, SGC, Barangay and Local Government Units and other agencies for better working relationship.  
Helps in the dissemination of government thrusts, Vision, Mission and Core Values, and important communications to the community and parents.



Republic of the Philippines  
Department of Education  
National Capital Region

SCHOOLS DIVISION OFFICE - MALABON CITY

DISTRICT OF MALABON I

# Malabon Elementary School

## Citizen's Charter

### SCHOOL FRONTLINE SERVICES



### MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:  
Students learn in a child-friendly, gender-sensitive, safe, and motivating environment.  
Teachers facilitate learning and constantly nurture every learner.  
Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.  
Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

### VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.  
As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

### CORE VALUES

Maka-Diyos  
Maka-tao  
Makakalikasan  
Makabansa



**DR. MARIA ELIZABETH H. LAMAMIGO**  
MASTER TEACHER I  
ASSISTANT TO THE PRINCIPAL

- Assists in the curriculum implementation and evaluation of school programs and projects.
- Assists in Human Resource and Training Development Program
- Assists in the cleanliness and orderliness of the school
- Assists in checking of lesson plans and submission of reports
- Serves as School Paper Adviser/ School Partnership Focal Person



**MS. RUBY R. FLORES**  
TEACHER III  
DISBURSING OFFICER/ICT COORDINATOR

- Provides the accounting services and ensures accurate finances as indicated in the SIP, AIP, and APP.
- Encodes accurate entries and checks the completeness of documents required to process transactions
- Maintains and safe keeps of pertinent files and documents for audit reference checks if disbursement and collection tally.
- Issues and releases checks for payment.



**MS. KRISTEL M. BULARAN**  
TEACHER III  
BEIS/LIS COORDINATOR/ ICT COORDINATOR

- Prepares reports on School Forms, School Profile and NSBI.
- Documents reports on Basic Education Information System
- Keeps records on Learners Information System
- Assists on Enrolment and Transfer in and Out of learners



**MR. JOSEPH CHRISTIAN V. RUEDA**  
TEACHER III  
CLINIC TEACHER/ WINS COORDINATOR

- Keeps the teachers and pupils health records.
- Assists on pupils health inspection, deworming, dental treatment and others.
- Monitors and consolidates the nutritional status
- Consolidates medical examination of teachers and pupils
- In-charge of WINS program (Water and Sanitation Hygiene in School)



**MS. PURIFICACION S. CANTOS**  
TEACHER III  
GUIDANCE TEACHER

- Receives and releases Pupils Certification.
- Keeps records, assessments, referrals and counseling with pupils and parents.
- Interviews pupils and families.
- Makes oral presentation of assessments, diagnosis, home visit and observations.
- Submits written reports as needed as requested by the principal.



**MS. ANGEL JOY A. BALLARTA**  
TEACHER III  
FEEDING TEACHER

- Monitors the School Feeding Program and SBFP.
- Ensures clean and nutritious food served to under severely wasted and wasted children.
- Checks the attendance and improvement of malnourished children.
- Conducts and supervises washing of hands before and after feeding time of children.
- Prepares and submits reports on School Based Feeding Program.



**MR. ROLAND T. ABLOLA**  
TEACHER III  
DRRM COORDINATOR

- Convenes the SDRRMC and activate School Disaster Operation Center.
- Coordinates with MalDRRMC and BDRRMC for appropriate supports in event of emergency evacuation.
- Prepares with the teachers School Disaster Management and Contingency Plans.
- Updates reports with the MalDRRMC and BDRRMC Chairman.
- Coordinates arrangement for and directs all drills and exercises.
- Exercises command and responsibility for the implementation of the School Disaster Management and Contingency Plans.
- Directs and supervises evacuation activities during and actual disaster.



**MS. ROWENA M. MATIAS**  
TEACHER II  
CANTEEN MANAGER

- Operates, manages and supervises the school canteen
- Serves clean and nutritious food
- Effectively manages food stocks through proper supervision
- Maintains canteen security and effective management
- Posts the updated monthly income and expenditure of the school
- Prepares lunch counter report monthly



**MS. YOLY C. ZOSIMO**  
ADMINISTRATIVE OFFICER

- Prepares the following forms and other documents:  
- Monthly Payroll of Teachers, Improvised Form 7  
- Communication letter and transmittal
- Files the incoming and outgoing memos
- Inspects procurement of supplies, materials and equipment.
- Distributes the following materials books, armchairs /desks, supplies and request for condemnation and demolition
- Prepares relief for accountability and responsibility due to fire and robbery
- Keeps the school property records such as supplies and donation
- Canvasses and purchases materials and supplies