



Republic of the Philippines  
Department of Education  
National Capital Region  
DIVISION OF CITY SCHOOLS  
Quezon City, 2<sup>nd</sup> District, Metro Manila



Date: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

### **DUTIES AND RESPONSIBILITIES OF AUXILIARY ELEMENTARY SCHOOL TEACHERS**

1. Teaches in the Elementary level;
2. Enrolls pupils in the elementary school;
3. Evaluates pupil's progress and provides various experiences for their continuous development;
4. Works with other personnel, parents, and the community for the total development of the pupils;
5. Keeps pupils records and prepares required report;
6. Supervises curricular and co-curricular projects and activities of the pupils;
7. Provides guidance services to their pupils;
8. Participates in the socio-economic development projects in the community;
9. Coordinates and cooperates with other teachers in school projects or community;
10. Does related work.

**NOTED:**

\_\_\_\_\_  
*Principal*

**CONFORME:**

\_\_\_\_\_  
*Teacher*