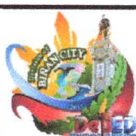




Administrative Assistant II	OSEC-DECSB-ADAS2-270023-2016 OSEC-DECSB-ADAS2-270088-2018	8	P 19,744.00	2	DepEd Division of Biñan City (Senior High School)
Administrative Aide VI	OSEC-DECSB-ADA6-270014-2016 OSEC-DECSB-ADA6-270020-2016	6	P 17,553.00	2	DepEd Division of Biñan City

2. The Qualification Standards (QS) of the said positions are as follows.

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
Medical Officer III	Doctor of Medicine	At least 1 year of relevant experience in the practice of Medicine	4 hours of relevant training	N/A	R.A. 1080 (Physicians Licensure Exam)
Education Program Specialist II	Bachelor's Degree in Education or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours relevant training	N/A	PBET; R.A. 1080 (Teacher), Career Service (Professional) Appropriate Eligibility for Second Level Position
Administrative Assistant III	Completion of two years studies in college with acquired 9 units in accounting	1-year relevant experience	4 hours relevant training	Computer literate with basic knowledge in Payroll and Financial Management, MS Office/GSuite tools, Canva, Image and Video Editing; good in oral and written communication skills	Career Service Sub-Professional (First Level Eligibility)



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Administrative Assistant II	Completion of 2 years in college	1 year relevant experience	4 hours relevant training	Computer literate with basic knowledge in Payroll and Financial Management, MS Office/GSuite tools, Canva, Image and Video Editing; good in oral and written communication skills	Career Service Sub-Professional (First Level Eligibility)
Administrative Aide VI	Completion of two years studies in college	None required	None required	Computer literate with basic knowledge in Payroll and Financial Management, MS Office/GSuite tools, Canva, Image and Video Editing; good in oral and written communication skills	Career Service Sub-Professional (First Level Eligibility)

3. Below are the duties and responsibilities of the abovementioned positions.

Position	Duties and Responsibilities
<b>Medical Officer III</b>	<p><b>Health Program and Services</b></p> <ul style="list-style-type: none"> <li>Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office.</li> <li>Monitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners.</li> <li>Prepares and submits periodic reports of accomplishments.</li> </ul> <p><b>Nutrition Program Service</b></p> <ul style="list-style-type: none"> <li>Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office.</li> <li>• Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation.</li> </ul> <p><b>Partnership</b></p> <ul style="list-style-type: none"> <li>• Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepEd Established Standards for Health and Nutrition Programs.</li> </ul>
<p><b>Education Program Specialist II</b></p>	<p><b>EDUCATION PROGRAM SPECIALIST II</b> (School Governance and Operations Division – School Management Monitoring and Evaluation)</p> <p><b>Quality Management System</b> Gather data and provide support in the preparation and submission of report of findings on implementation of quality assurance processes on:</p> <ul style="list-style-type: none"> <li>• School Planning</li> <li>• School Based Management</li> <li>• Implementation of Programs &amp; Projects as basis for continuous improvement.</li> <li>• Assist in validating report on School Achievement and Learning Outcome by gathering data utilizing prescribed approach and method.</li> <li>• Gather data as basis for M&amp;E report on the performance of the Schools Division along:</li> <li>• TA to schools and LCs</li> <li>• Equitable Distribution of educational resources to schools and LCs</li> <li>• Gather data and prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes.</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>• Gather data for M&amp;E Report on the implementation of Division assessment program aligned to national assessment framework</li> <li>• Gather data to validate and authenticate assessment strategies and tools for schools, classrooms and LCs use</li> <li>• Gather data to assess result of tracking progress and for grading purposes.</li> <li>• Provide assistance and support in the monitoring and evaluation of the conduct of</li> </ul>



national, regional and division assessment tests to identify issues and concerns arising and help improve the process.

- Provide assistance in implementing a process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.

**School Compliance to Quality Standards (Public and Private)**

- Information, Education and Advocacy Programs and Materials to Accreditation Standards
- Validated documents of schools requesting permit to operate
- Complete portfolio of documents of schools requesting to operate for submission to the regional office.

**Research and Development**

- Assist in the conduct of action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.

**Technical Assistance to Schools and Learning Center**

- Assist in the provision of Technical Assistance to schools and learning centers on the above areas.

**EDUCATION PROGRAM SPECIALIST II**

(Curriculum Implementation Division – Alternative Learning System)

**LITERACY ASSESSMENTS**

- Conduct a survey of household in the assigned community to identify members who are non-literate and are target participants for ALS program.
- Draw a literacy map to geographically illustrate location of non-literate members of the community and guide strategy for implementing ALS program.
- Conduct assessment and evaluation of participants to establish literacy level and assess progress.

**LITERACY INTERVENTIONS**

- Design learning plan and developmental activities appropriate to the level of each ALS participant



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	<ul style="list-style-type: none"> <li>• Implement learning sessions according to the rate of progress of participants and adjust activities to facilitate learning. Develop advocacy programs and materials for various education stakeholders (e.g LGU, families/parents, businesses) in the community to generate support for education.</li> </ul>
<p><b>Administrative Assistant III</b></p>	<p><b>ACCOUNTING SERVICES</b></p> <p><b>For DepEd Implementing Units:</b></p> <ul style="list-style-type: none"> <li>• Prepare/maintain registries of allotment and obligations</li> <li>• Prepare financial and accountability reports and maintains subsidiary ledgers</li> <li>• Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>• Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school</li> <li>• Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS.</li> </ul> <p><b>For Non-Implementing Units:</b></p> <ul style="list-style-type: none"> <li>• Maintain school's subsidiary ledgers related to cash advances</li> <li>• Assist the school head in the preparation of liquidation of cash advances</li> <li>• Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>• Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned.</li> </ul> <p><b>SALARY ADMINISTRATION AND PAYROLL PROCESSING</b></p> <ul style="list-style-type: none"> <li>• Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.</li> <li>• Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits.</li> <li>• Compute necessary deductions for inclusion in the monthly payroll.</li> <li>• Compute salary adjustment based on the new salary schedule, changes/adjustments in deductions and communicate such to personnel</li> </ul>



concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)

- Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.
- Handle the administration of the Biometric system.
- Keep abreast with company policies and tax legislations that impact on remuneration.
- Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier.
- Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer-in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.

#### **PAYROLL-RELATED SERVICES**

##### **As designated GSIS Authorized Agency Officer:**

- Certify the loan applications of members in their agencies as to the following:
  - That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for;
  - That loan borrowers are in active service;
  - That loan borrowers have no pending administrative and/or criminal charge; and
  - That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS;
- Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave;
- Transmit electronically to GSIS, all membership updating request forms;
- Coordinate with Electronic Remittance File (ERF) officers on the following:
  - Timely deduction of the monthly amortization due on the loans certified or approved;

- Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and
- Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS;
- Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance.
- Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly;
- Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and
- Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs

**As designated Electronic File Remittance (ERF) Handler**

- Receive, on behalf of their agency, the following documents from GSIS:
  - Billing file for the due month;
  - Monthly reconciliation billing issues (RBIs); and
  - Notices of deficiency
- Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS.
- Prepare the monthly remittance files using the following as inputs:
  - Billing file for the due month;
  - Notices to deduct received;
  - Data on their employees with increments or promotion that will take effect on the particular due month; and
  - List of employees from the agency who retired, separated, resigned or transferred to other agencies.
- Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete.
- Accomplish the proper membership updating form for employees in their agencies;
- Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid;



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- Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and
- Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.

**As designated DepEd Verifier:**

- Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility:
  - DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines;
  - GSIS Authorized Agency Officers (AAOs), for DepEd personnel's GSIS loan applications;
  - Designated Provident Fund (PF) loan processors, for DepEd personnel's PF loans; and
  - Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers, for DepEd personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity;
- Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for Loans and for Insurance Premia and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018;
- Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification, as contained in the e-mailed request, are:
  - Complete, as required in the said Annex B of Enclosure 2 and Annex C of Enclosure 3 of DO No. 18, s. 2018 (both Annexes attached for your reference); and
  - Authentic, based on the information in the official payroll.
- Record information on applications for loans under the following:
  - GSIS Financial Assistance Loan Program for DepEd Personnel (GFAL) to be relayed by the AAO; and

- Pag-IBIG loans to be relayed by the Head of Personnel Division/Unit in the Central/Region/Schools Division Offices and Implementing Unit secondary schools.
- Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.).
- Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office, and concerned
- Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018):
- Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier.
- Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.).
- Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation.
- Closely coordinate with other DepEd offices/personnel who are involved in APDS transactions, such as the Administrative and Finance Division/Unit, and, in particular, the Regional Payroll Services Unit, and the AAOs, APDS Task Forces, strictly for official use.
- Perform other related tasks as may be assigned by immediate superior.

## **BUDGETING SERVICES**

### **Budgeting System**

- Assist in the conduct of orientations and workshops on the budgeting system.
- Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.

### **Budget Preparation**

- Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets.



	<ul style="list-style-type: none"> <li>• Provide clerical support in the preparation of budget proposals.</li> <li>• Act as Liaison Officer to DBM, NEDA, and other oversight bodies</li> <li>• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes, and justifications)</li> <li>• Review completeness of supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations</li> </ul> <p><b>Budget Execution</b></p> <ul style="list-style-type: none"> <li>• Assist in gathering of data needed in the preparation of cost-efficiency computations.</li> <li>• Prepare data needed to approve obligation requests.</li> <li>• Gather data needed to evaluate and prepare status report on budget utilization.</li> <li>• Prepares documents to approve fund transfer to other operating units.</li> </ul> <p><b>Budget Accountability and Reports</b></p> <p>a. Gather data needed in the preparation of budget accountability reports</p>
<p><b>Administrative Assistant II</b></p>	<p><b>ADMINISTRATIVE ASSISTANT II</b> (Accounting/Budget/Implementing Unit (IU) Secondary School)</p> <p><b>ACCOUNTING SERVICES</b></p> <ul style="list-style-type: none"> <li>• Assist the Senior Bookkeeper/School Head in the performance of the following:</li> <li>• Preparation/maintenance of registries of allotment and obligations</li> <li>• Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>• Preparation of liquidation of cash advances</li> <li>• Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>• Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division</li> <li>• Preparation of Monthly Summary of Cash Advances Received, Liquidated, and Balances</li> <li>• Other related bookkeeping and accounting tasks may be assigned by the School Head and/or Schools Division Accountant.</li> </ul>



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## **BUDGETING SERVICES**

### **a. Budgeting System**

- Assist in the conduct of orientations and workshops on the budgeting system.
- Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.

### **b. Budget Preparation**

- Assist in identifying and gathering data needed in the preparation of budget proposals and other special budgets.
- Provide clerical support in the preparation of budget proposals.
- Act as Liaison Officer to DBM, NEDA, and other oversight bodies
- Respond to budget queries by referring to appropriate documents (e.g., issuances, memos, notes, and justifications)
- Review completeness of supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations

### **c. Budget Execution**

- Assist in the gathering of data needed in the preparation of cost-efficiency computations.
- Prepare data needed to approve obligation requests.
- Gather data needed to evaluate and prepare a status report on budget utilization.
- Prepares documents to approve fund transfer to other operating units.

### **d. Budget Accountability and Reports**

- Gather data needed in the preparation of budget accountability reports

## **ADMINISTRATIVE ASSISTANT II**

(OSDS – Personnel Unit)

### **Loan Verification**

- Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility:
  - DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines;



- GSIS Authorized Agency Officers (AAOs), for DepEd personnel's GSIS loan applications;
  - Designated Provident Fund (PF) loan processors, for DepEd personnel's PF loans; and
  - Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers, for DepEd personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity;
- Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for Loans and for Insurance Premia and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018;
  - Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification, as contained in the e-mailed request, are:
    - Complete, as required in the said Annex B of Enclosure 2 and Annex C of Enclosure 3 of DO No. 18, s. 2018 (both Annexes attached for your reference); and
    - Authentic, based on the information in the official payroll.
  - Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018):

**SALARY ADMINISTRATION AND PERSONNEL RECORDS**

- Assist in checking the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.
- Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits.
- Assist in computing necessary deduction for inclusion in the monthly payroll.
- Assist in computing salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)

**Administrative Aide VI**

**ADMINISTRATIVE AIDE VI**  
(OSDS – Personnel Unit)

**RECRUITMENT, SELECTION, AND DOCUMENTATION**

- Prepare lists of vacancies for publication pursuant to CSC rules and regulations
- Provide job description of vacant positions with specific qualifications required by the requesting unit.
- Gather and file applications received using systematic indexing and file documents submitted by applicants.
- Prepares appointments papers of selected applicants.
- Validate PRC license for appointment via PRC online and send official communication in case the said license can't be viewed online.
- Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)

**PERSONNEL ACTIONS**

- Receive application for employment, leaves, queries, and documents pertaining to personnel actions (e.g. approved ERF) for the attention of AO IV for personnel.
- Prepare list of teachers qualified to be reclassified based on approved ERFs
- Prepare notice of promotion and appointment as instructed.
- Prepare drafts of special orders for signature of management
- Keeps records of GSIS-ARA for future reference.
- Prepares RAI for submission to CSC upon approval of management.
- Record and files all issuances on salary schedules and other employees' benefits

**SALARY ADMINISTRATION AND PERSONNEL RECORDS**

- Gathers and collates payroll files from district offices to be forwarded to RPSU
- Records and files attendance of officers and employee
- Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed.



- Process, Prepares, and releases Special order of Leave and Re-statement of leave application.

**BENEFITS ADMINISTRATION**

- Receive and record on leave card, application for monetization of leave credits.
- Receive applications for leave (sick, vacation, scholarships, and training) and records for processing.
- Receive, process, and update leave credits of employees and vacation service credits of teachers.
- Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees
- Validate/Verify Provident, PAG-IBIG, and other loans from private lending institutions.
- Receive and process loan applications for DepEd Provident Fund Program

**PERSONNEL INFORMATION SYSTEM**

- Receive and accept applications for upgrading and reclassification of positions.
- Keep complete and updated information of all officials and employees and relevant records in their 201 files.
- Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files
- Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnel
- Records and releases documents after personnel action
- Prepare certificate of employment
- Collate and file performance ratings.
- Tabulate and print performance rating of all employees for PBB and PIB

**ADMINISTRATIVE AIDE VI**

(OSDS – Records Unit)

**Records Management System**

- Receive, record and file documents according to the recommended filing system.
- Maintains cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed.
- Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document



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	<p><b>Receiving and Releasing</b></p> <ul style="list-style-type: none"> <li>• Receive and record all documents brought to the records office.</li> <li>• Release, routes or files non-routine critical documents as classified by the Records Officer.</li> </ul> <p><b>Documents Authentication, Verification and Certifications</b></p> <ul style="list-style-type: none"> <li>• Assist Records Officer in document authentication and verification following protocol for such.</li> <li>• Receives request for certifications and gathers the data required to prepare the certification for the approval of the Records Officer.</li> <li>• Prepares certifications for the signature of the appropriate management level.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Gather data and information required in the preparation of annual and other administrative reports.</li> <li>• Implement process for conducting and annual inventory of records and submit findings to Records Officer.</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers.</li> <li>• Assist Records Officer gather data on needs regarding records management and provide technical assistance and interventions to support effective records management in the schools and learning centers</li> </ul>
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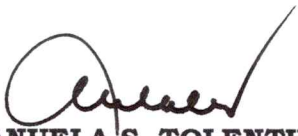
4. All applicants are required to register through this link <https://bit.ly/SDO-BINANCITY-INITIAL-REGISTRATION> otherwise, application documents will not be accepted.

5. Interested applicants are advised to submit the following documents in hard copy to the **Records Unit** of the City Schools Division of Biñan on or before **May 24, 2024** until 5:00 p.m. Documents should be arranged, and properly labeled with ear tag as follows:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of eligibility/Report of rating, if applicable
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available



- f. Photocopy of Certificate/s of Training, if applicable
  - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service of Service Record, whichever is/are applicable.
  - h. Photocopy of latest appointment, if applicable
  - i. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable
  - j. Checklist of requirements and Omnibus Sworn Statement on the Certificate on the Authenticity and Veracity (CAV) of the documents submitted and data Privacy Consent Form
  - k. Other documents as may be required for comparative assessment, such as but not limited to:
    - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment.
    - Photocopy of Performance Rating obtained from the relevant work experience if performance rating in Item (i) is not relevant to the position to be filled.
  - l. Photocopy of voter's ID and/or any proof of residency
6. No additional documents shall be accepted after the set deadline.
7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
8. Applicants may refer to **DepEd Order No. 007, s. 2023**, Guidelines on Recruitment, Selection, and Appointment in the Department of Education for the Criteria and Point System for Evaluative Assessment.
9. Immediate dissemination of this Memorandum is desired.

  
**MANUELA S. TOLENTINO, CESO V**  
 Schools Division Superintendent

Encl: Tentative Schedule of Selection Process  
 Checklist of Requirements and Omnibus Sworn Statement  
 Reference: DepEd Order No. 07, s. 2023

OSDS/PER / TGP / CBA / DM - Announcement of Vacancy  
 / 05/10/2024



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Enclosure:

### TENTATIVE SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
May 27-29, 2024	Screening and shortlisting of qualified applicants
June 5-7, 2024	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
June 17, 2024	Review of the results of the initial assessment (HRMPSB)
June 25-27, 2024	Open Ranking
July 10, 2024	Posting of Comparative Assessment Results (CAR)

Please note that the schedules are subject to change due to availability of interviewers, special holidays and inclement weather. To confirm the schedule, please email us at [personnel.sdobinacity@deped.gov.ph](mailto:personnel.sdobinacity@deped.gov.ph)



**Address:** P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
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**Website:** [depedbinan.com](http://depedbinan.com)



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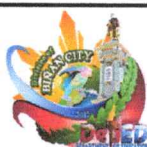
**Republic of the Philippines**  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF BIÑAN CITY

**CHECKLIST OF REQUIREMENTS**

Non-teaching, Related Teaching, School Admin, and Teacher I (Elem & JHS)

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resources officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of eligibility/Report of rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of requirements and Omnibus Sworn Statement on the Certificate on the Authenticity and Veracity (CAV) of the documents submitted and data Privacy Consent Form			



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k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
l.	Photocopy of Voter's ID and/or any proof of residency			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

### CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

### DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to be before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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