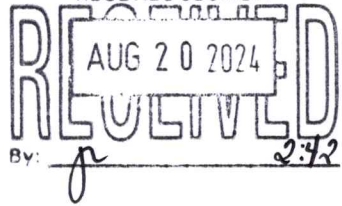




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION



20 Aug 2024

DIVISION MEMORANDUM

No. 289, s. 2024

ANNOUNCEMENT OF VACANCY

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. This office announces the vacancy for the following positions listed below. The City Schools Division of Biñan City welcomes all qualified applicants in compliance with the Equal Employment Opportunity Principle (EEOP) regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class, or political affiliation.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary	No. of Position/s	Place of Assignment
School Principal IV	OSEC-DECSB-SP4-270044-2022	22	P 71,511.00	1	DepEd Division of Biñan City - Elementary
School Principal II	OSEC-DECSB-SP2-270278-2016 OSEC-DECSB-SP2-270304-2016 OSEC-DECSB-SP2-270315-2016 OSEC-DECSB-SP2-270316-2016	20	P 57,347.00	4	DepEd Division of Biñan City - Senior High School
School Principal I	OSEC-DECSB-SP1-270666-2010	19	P 51,357.00	1	DepEd Division of Biñan City - Elementary



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Assistant School Principal II	OSEC-DECSB-ASP2-270325-2016	19	P 51,357.00	1	DepEd Division of Biñan City – Senior High School
Guidance Counselor III	OSEC-DECSB-GUIDC3-270043-2020	13	P 31,320.00	1	DepEd Division of Biñan City – Junior High School
Guidance Counselor II	OSEC-DECSB-GUIDC2-270106-2016 OSEC-DECSB-GUIDC2-270107-2016 OSEC-DECSB-GUIDC2-270108-2016 OSEC-DECSB-GUIDC2-270109-2016	12	P 29,165.00	4	DepEd Division of Biñan City – Senior High School
Guidance Counselor I	OSEC-DECSB-GUIDC1-270929-2010 OSEC-DECSB-GUIDC1-270017-2009	11	P 27,000.00	2	DepEd Division of Biñan City – BSSAA and NRJNHS

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

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
School Principal IV	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	3 years as Principal	40 hours of relevant training (School Heads Development Program)	NQESH Passer	R.A. 1080 (LET)

School Principal II	Bachelors degree in Secondary Education; or Bachelors degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours of relevant training (School Heads Development Program)	NQESH Passer	R.A. 1080 (LET)
School Principal I	Bachelor of Elementary Education (BEEd), or Bachelors degree with 18 professional units in education	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training (School Heads Development Program)	NQESH Passer	R.A. 1080 (LET)
Assistant School Principal II	Bachelor's degree in education or its equivalent with a major and minor. or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training (School Heads Development Program)	NQESH Passer	R.A. 1080 (LET)
Guidance Counselor III	Master's Degree in Guidance and Counseling	None required	None required	N/A	RA 1080 (Guidance Counselor)
Guidance Counselor II	Master's degree in Guidance and Counseling	None Required	None Required	N/A	RA 1080 (Guidance Counselor)

Guidance Counselor I	Master's Degree in Guidance and Counseling	None Required	None Required	N/A	RA 1080 (Guidance Counselor)
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3. Below are the duties and responsibilities of the abovementioned positions.

Position	Duties and Responsibilities
School Principal IV School Principal II School Principal I	<ul style="list-style-type: none"> • Supervises and directs all school teaching and non-teaching personnel • Manages instructional system • Sets up goals and objectives • Leads and implements educational programs • Organizes and conducts INSETs • Promotes and coordinates services for the holistic development of school personnel and pupils • Directs, coordinates and manages school funds according to prioritized needs • Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.) • Requests and distributes instructional materials • Initiates and compiles teachers' professional documents in portfolios • Practices equitable distribution of teaching loads and observes teacher-learner ratio • Inspects regularly Daily Lesson Logs (DLL) • Monitors teachers' upkeep of student's records • Provides EPA compliant accommodation to learners amidst shortages • Prepares/consolidates reports • Rates all school personnel performance and recommends promotion • Creates committee to assess learning outcomes • Establishes linkages with stakeholders • Ensures compliance to existing laws, policies and orders of fund-raising projects for the school • Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists • Formulates intervention programs/innovations for learners' development • Organizes special classes for learners with special needs

	<ul style="list-style-type: none"> • Meets parents regularly to confer/inform about school accomplishments • Determines the strengths, weaknesses, opportunities and threats of the school • Designs programs with stakeholders to address school needs • Recognizes accomplishments of stakeholder's • Promotes welfare of stakeholders' • Mediates and ensures resolution of conflicts in school • Formulates school policies with stakeholders • Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP) • Promotes school discipline with stakeholders • Leads the preparation of SIP/AIP and ensures participation of stakeholders
Assistant School Principal II	<ul style="list-style-type: none"> • Supports the Principal or School Head in the administrative supervision and implementation of all learner support programs of the school; • Manages the systems, processes and people involved in the delivery of support services to the staff and learners; • Coaches and monitors the non-teaching staff of the school; • Creates and implements the strategy towards the continuous improvement of the school's systems, processes, and delivery of learner support services; • Acts as a liaison between the school and its external partners, stakeholders and the LGU, together with the Principal or School Head; and • Reports to the Principal/School Head

<p>Guidance Counselor III</p>	<ul style="list-style-type: none"> • Organizes functional and suitable guidance and counseling program • Provides orientation to students in all year levels • Implements guidelines and school policies • Formulates guidance and counseling forms including individual inventory, agreement forms • Administers and interprets individual and group psychological and projective tests • Holds parent-teacher conferences • Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management • Provides effective individual and group counseling • Identifies student's needs and problems • Makes an action research based on the result of the identification of students' needs and problems • Makes referrals to other government agencies • Coordinates with the community, NGOs and Gos for program support • Provides career counseling to students • Provides scholarship programs to students
<p>Guidance Counselor II</p>	<ul style="list-style-type: none"> • Provides orientation to students in all year levels • Formulates guidance and counseling forms including individual inventory, agreement forms • Administers and interprets individual and groups psychological and projective tests • Provides effective individual and group counseling • Identifies students' needs and problems • Makes an action research based on the results of the identified of students' needs and problems • Makes referrals to different government agencies • Coordinates with the community, NGOs or GOs for program support • Provides career counseling to students • Provides scholarship programs to students

Guidance Counselor I

- Organizes functional and suitable guidance and counseling program
- Provides effective individual and group counseling
- Identifies students' needs and problems
- Provides career counseling to students
- Provides scholarship programs to students

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 **August 30, 2024 (Friday)** until 5:00 p.m. Documents should be arranged, and properly labeled with ear tag as follows:

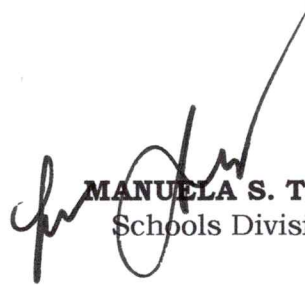
- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of eligibility/Report of rating, 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. 007, s. 2023

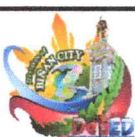
OSDS/PER / AMC / CBA / DM – Announcement of Vacancy
 / 08/20/2024

Enclosure:

TENTATIVE SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
September 3-4, 2024	Screening and shortlisting of qualified applicants
September 10-12, 2024	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
September 16, 2024	Review of the results of the initial assessment (HRMPSB)
September 24-25, 2024	Open Ranking (Paper evaluation, Interview, Written Exam, and Skills/Work Sample Test)
October 9, 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



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 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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
			Status of Submission (Check if complied)	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			

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			
1.	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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