



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  
**RECEIVED**  
 AUG 29 2024  
 By: \_\_\_\_\_  
 2:30PM

29 Aug 2024

**DIVISION MEMORANDUM**  
 No. 293, 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 position 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
Education Program Specialist II	OSEC-DECSB-EPS2-270002-2016	16	P 39,672.00	1	DepEd Division of Biñan City – SGOD (SocMob)

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

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
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	RA 1080 (Teacher), Career Service (Professional) Appropriate Eligibility for Second Level Position

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

Position	Duties and Responsibilities
<b>Education Program Specialist II</b> Social Mobilization and Networking (SocMob)	<p><b>Resourcing</b></p> <ul style="list-style-type: none"> <li>Provide assistance and support in the preparation and implementation of advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education.</li> <li>Provide assistance and support in monitoring progress and outcome of projects and partners to identify areas for continuous improvement and sustaining partnerships</li> <li>Assist in preparing draft for partnership proposals for recommendation to the SDS</li> <li>Assist in the drafting of Memorandum of Agreement/ Understanding for recommendation to the SDS.</li> </ul> <p><b>Sustained Partnerships</b></p> <ul style="list-style-type: none"> <li>Draft write up on updates to stakeholders on the status and progress of programs and projects to provide feedback and generate continuous support.</li> <li>Develop and maintain a database of Programs supported by Stakeholders (existing and New Ones)</li> <li>Assist in preparing a Final Report of Accomplishments of Programs supported by stakeholders to provide feedback and generate continuous support</li> <li>Assist in monitoring implementation of programs and projects focused on resource mobilization and submit</li> <li>report to management to provide feedback and generate continuous support.</li> </ul> <p><b>Research and Development</b></p> <ul style="list-style-type: none"> <li>Assist in the conduct of action research on factors contributing to successful participation and provision of resources for school governance.</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>Assist in the provision of Technical Assistance to schools and learning centers by responding to the</li> <li>identified needs of the schools and learning centers in relation to social mobilization and governance and operations.</li> </ul>

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 **September 9, 2024 (Monday)** until 5:00 p.m. Documents should be arranged, and properly labeled with ear tag as follows:

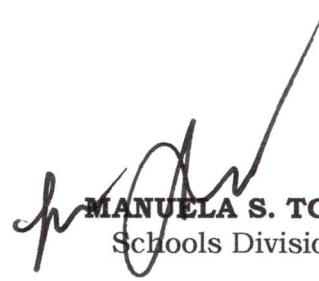
- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of eligibility/Report of rating, 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 / TGP / CBA / DM – Announcement of Vacancy  
/ 08/29/2024

Enclosure:

### **TENTATIVE SCHEDULE OF SELECTION PROCESS**

<b>Date</b>	<b>Selection Activities</b>
September 10, 2024	Screening and shortlisting of qualified applicants
September 18-19, 2024	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
September 25, 2024	Review of the results of the initial assessment (HRMPSB)
October 8, 2024	Open Ranking (Paper evaluation, Interview, Written Exam, and Skills/Work Sample Test)
October 22, 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.sdobinancity@deped.gov.ph](mailto:personnel.sdobinancity@deped.gov.ph)



**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 ( )

	<b>Basic Documentary Requirement</b>	<b>Status of Submission</b> (To be filled-out by the applicant; Check if submitted)	<b>Verification</b> (To be filled-out by the HRMO/HR Office/ sub-committee)	
			<b>Status of Submission</b> (Check if complied)	<b>Remarks</b>
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.