



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

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SEP 24 2024  
By: *[Signature]* 01:20 pm

24 Sep 2024

**DIVISION MEMORANDUM**

No. 834, 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 (NBC 594)	No. of Position/s	Place of Assignment
Administrative Assistant II	OSEC-DECSB-ADAS2-270577-2016 OSEC-DECSB-ADAS2-270294-2016 OSEC-DECSB-ADAS2-270298-2016 OSEC-DECSB-ADAS2-270579-2016	8	P 20,534.00	4	DepEd Division of Biñan City
Administrative Aide VI	OSEC-DECSB-ADA6-270015-2016	6	P 18,255.00	1	DepEd Division of Biñan City

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



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
Contact Nos.: (049) 547-0105 / (+63) 939-510-8779  
Email Address: deped.binancity@deped.gov.ph  
Website: depedbinan.com



Certificate No. PHP QMS  
22 93 0085

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
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>Administrative Assistant II</b> (Accounting/Budget/Implementing Unit (IU) Secondary School)	<p><b>ACCOUNTING SERVICES</b></p> <p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> <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> </ul>



- Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
- 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
- Preparation of Monthly Summary of Cash Advances Received, Liquidated, and Balances
- Other related bookkeeping and accounting tasks may be assigned by the School Head and/or Schools Division Accountant.

### **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 Aide VI**

**SCHEDULES ADMINISTRATIVE SERVICE ACTIVITIES**

- Schedules/calendars meetings/appointments/training/workshops

**RECORDS AND FILES**

- Documents/communications received, routed, tracked
- Filing system created and maintained
- Documents filed, retrieved, archived to Records Office or disposed as needed
- Comprehensive and complete minutes of meetings/agenda attended
- Daily attendance of Administrative Service Staff (to establish staff location)

**ADMINISTRATIVE SUPPORT**

- Encoded documents
- Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)
- Supporting documents, petty cash, documents/forms

**SECRETARIAT AND FRONTLINE**

- Travel bookings made
- Appointment, venue, meals arranged
- Received/routed calls
- Visitors responded to
- Follow through on inquiries

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 **October 7, 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  
                         /      09/24/2024

Enclosure:



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## TENTATIVE SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
October 9, 2024	Screening and shortlisting of qualified applicants
October 15, 2024	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
October 21, 2024	Review of the results of the initial assessment (HRMP SB)
October 29, 2024	Open Ranking
November 13, 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)



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**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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