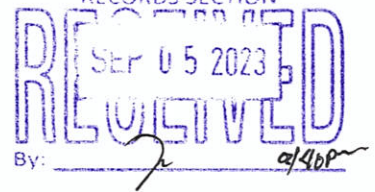




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION



05 Sep 2023

DIVISION MEMORANDUM

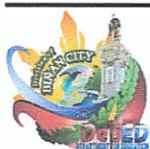
No. 38, s. 2023

ANNOUNCEMENT OF VACANCY

To: OIC - Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads

1. This Office announces the vacancy for the following positions listed below. All qualified applicants are welcome to apply regardless of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Public Schools District Supervisor	OSEC-DECSB-PSDS-240127-1998	22	P 71,511.00	1	DepEd City Schools Division of Biñan (CID)
Senior Education Program Specialist	OSEC-DECSB-SREPS-270008-2016	19	P 51,357.00	1	Division of Biñan City (SGOD – Social Mobilization and Networking)
Administrative Officer II	OSEC-DECSB-ADOF2-270162-2021 OSEC-DECSB-ADOF2-270179-2020	11	P 27,000.00	2	DepEd Division of Biñan City - Elementary



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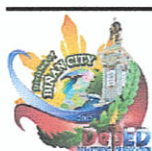


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Administrative Assistant III	OSEC-DECSB-ADAS3-270067-2018 OSEC-DECSB-ADAS3-270077-2018	9	P 21,211.00	2	DepEd Division of Biñan City
Administrative Assistant II	OSEC-DECSB-ADAS2-270296-2016 OSEC-DECSB-ADAS-270574-2016	8	P 19,744.00	2	DepEd Division of Biñan City – Senior High School
Administrative Assistant I	OSEC-DECSB-ADAS1-270021-2016	7	P 18,620.00	1	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
Public Schools District Supervisor	Master's degree in education or other relevant master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	N/A	R.A. 1080 (LET/PBET)
Senior Education Program Specialist	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years experience in education, research, development, implementation, or other relevant experience	8 hours of relevant training	N/A	R.A. 1080 (LET); Career Service (Professional) Second Level Eligibility



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Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	N/A	Career Service (Professional) Second Level Eligibility
Administrative Assistant III	Completion of two years studies in college	1-year relevant experience	4 hours relevant training	Acquired 9 units in accounting and knowledgeable in handling payment of salary and payroll	Career Service (Sub-professional) First Level Eligibility
Administrative Assistant II	Completion of two years studies in college	1-year relevant experience	4 hours relevant training	N/A	Career Service (Sub-professional) First Level Eligibility
Administrative Assistant I	Completion of two years studies in college	None required	None required	Exemplifying Integrity, Professionalism, and Service Excellence	Career Service (Sub-professional) First Level Eligibility

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

Position	Duties and Responsibilities
Public Schools District Supervisor	<p>INSTRUCTIONAL SUPERVISION</p> <ul style="list-style-type: none"> • Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices. • Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.



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- Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education.

TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT

- Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow-through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as a basis for budgeting and resourcing.
- Monitor and evaluate the school's implementation of their plans and submit reports to the Schools Division management team to provide feedback.
- Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.
- Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.
- Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.

MONITORING AND EVALUATION

- Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere to the policy and standards using pre-designed M & E and transparency tools.
- Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.
- Monitor and evaluate private schools through ocular inspection of required



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documents to determine adherence to set standards as regards to permitting to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.

CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION

- Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.

LEARNING OUTCOMES ASSESSMENT

- Gather results of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.

RESEARCH

- Conduct action research on curriculum implementation, needs, and issues, appropriate interventions for the assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.

TECHNICAL ASSISTANCE

- Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions.
- Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.
- Coach the school head in implementing interventions related to curriculum implementation and instructional delivery.

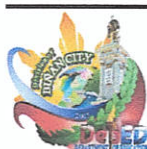


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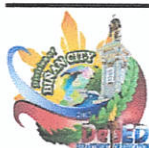
	<ul style="list-style-type: none"> • Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools. • Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.
<p>Senior Education Program Specialist (Social Mobilization and Networking)</p>	<p>RESOURCING (for Special Programs and Projects: e.g. Adopt a School Program, Funding Resource for School-Based training for teachers)</p> <ul style="list-style-type: none"> • Prepare and implement advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education. • Monitor progress and outcome of projects and partners to identify areas for continuous improvement and sustaining partnerships and submit report to the SDS. • Prepare final draft of partnership proposals for recommendation to the SDS. • Prepare final draft of Memorandum of Agreement/ Understanding for recommendation to the SDS. <p>SUSTAINED PARTNERSHIPS</p> <ul style="list-style-type: none"> • Finalize write up and provide updates to stakeholders on the status and progress of programs and projects to provide feedback and generate continuous support. • Prepare and submit Report on Programs supported by Stakeholders (existing and New Ones) to the management of the schools division as feedback on the progress and status of the program as well as the resource requirements of school. • Prepare and provide Final Report of Accomplishments of Programs supported by stakeholders to provide feedback and generate continuous support • Monitor and ensure implementation of policies, standards, and guidelines for outcomes focused resource mobilization to maintain the integrity and credibility of the schools division to its partners and stakeholders. • Design approach and method for monitoring implementation of programs and projects focused on resource mobilization and submit report to management to provide feedback and generate continuous support. <p>RESEARCH AND DEVELOPMENT</p>



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	<ul style="list-style-type: none"> Conduct action research on factors contributing to successful participation and provision of resources for school governance <p>TECHNICAL ASSISTANCE</p> <ul style="list-style-type: none"> Provide Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to social mobilization and governance and operations
Administrative Officer II	<p>1. PERSONNEL ADMINISTRATION</p> <p><u>Recruitment and Selection</u></p> <p>Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ol style="list-style-type: none"> Recruitment and selection of applicants in the school assigned. Promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation or issuance of appointment Prepare ERF of qualified teachers and submit to SDO for processing. <p><u>Personnel Records</u></p> <ol style="list-style-type: none"> Update 201 files regularly and maintain database of personal information of school personnel. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS Update vacation service/leave credits of school personnel and regularly communicate to all concerned. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other



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agencies/entities on the implementation of policies and guidelines relevant to personnel.

Compensation and Benefits

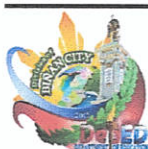
- a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g., maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc.)
- b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification.
- c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO

Other HR-related functions

- a. Update school personnel of the latest HR-related policies
- b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school.
- c. Assist the school head in performance management, rewards, and recognition, and learning development policies and practices implementation in the school.
- d. Prepare and submit HR-related reports to school head/HRMO
- e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines.
- f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.

2. PROPERTY CUSTODIANSHIP

- a. Facilitate procurement of supplies, materials, equipment, etc. of the school-based on approved SIP/AIP or as directed by the school head
- b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secure facility.
- c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.
- d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.



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	<p>e. Prepare and submit reports on all property accountability of the school.</p> <p>3. GENERAL ADMINISTRATIVE SUPPORT</p> <p>a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers.</p> <p>b. Assist the school planning team in the preparation of SIP/AIP</p> <p>c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</p> <p>d. Perform other functions as may be assigned by the immediate supervisor.</p> <p>4. FINANCIAL MANAGEMENT</p> <p>a. Assist the Schoolhead on the preparation of the following document such as but not limited to:</p> <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents. <p>b. For IUs, assist the Schoolhead on the preparation of required reports from COA, DBM, and other oversight agencies.</p> <p>c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary</p> <p>d. Provide assistance to other financial-related task of the Schoolhead</p> <p>e. Perform other functions as may be assigned by the Schoolhead</p>
Administrative Assistant III	<p>SALARY ADMINISTRATION AND PAYROLL PROCESSING</p> <ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deductions for inclusion in the monthly payroll. • Compute salary adjustment based on the 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)

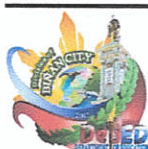


- Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.
- Handle the administration of the Biometric system.
- Keep abreast with company policies and tax legislations that impact on remuneration.
- Maintain the confidentiality of personal 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



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- 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

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.
- 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

Budget Execution

- Assist in 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 status report on budget utilization.
- Prepares documents to approve fund transfer to other operating units.



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	<p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> Gather data needed in the preparation of budget accountability reports
Administrative Assistant II	<p>ACCOUNTING SERVICES</p> <ul style="list-style-type: none"> Assist the Senior Bookkeeper/School Head in the performance of the following: Preparation/maintenance of registries of allotment and obligations Preparation of financial and accountability reports and maintenance of subsidiary ledgers Preparation of liquidation of cash advances 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. <p>BUDGETING SERVICES</p> <p>a. Budgeting System</p> <ul style="list-style-type: none"> 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. <p>b. Budget Preparation</p> <ul style="list-style-type: none"> 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



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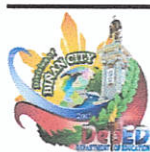
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	<p>c. Budget Execution</p> <ul style="list-style-type: none"> • Assist in the gathering of data needed in the preparation of cost-efficiency computations. • Prepare data needed to approve obligation requests. • Gather data needed to evaluate and prepare a status report on budget utilization. • Prepares documents to approve fund transfer to other operating units. <p>d. Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports
Administrative Assistant I (Budget Unit)	<p>BUDGET PREPARATION, EXECUTION AND ACCOUNTABILITY DATA AND DOCUMENTS</p> <ul style="list-style-type: none"> • Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports • Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations • Provides clerical support in the preparation of budget proposals • Prepares obligation request for claims • Prepares reports on the budget matters

4. All applicants are required to register through this link <https://forms.gle/dcZUxXUm5U1M92MU7> 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 15, 2023**, for evaluation of the Human Resource Merit Promotion and Selection Board (HRMPSB). Documents should be arranged, and **properly labeled/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. General Weighted Average (GWA)
- g. Photocopy of Certificate/s of Training, if applicable
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service of Service Record, whichever is/are applicable.



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- i. Photocopy of latest appointment, if applicable
 - j. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable
 - k. 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
 - l. 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 (j) is not relevant to the position to be filled.
 - m. 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 Enclosure No. 4 and Enclosure No. 5 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

For the Schools Division Superintendent:


EDENIA O. LIBRANDA

Chief Education Supervisor
Officer-in-Charge

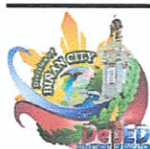
Office of the Asst. Schools Division Superintendent

Encl: Tentative Schedule of Selection Process

Checklist of Requirements and Omnibus Sworn Statement

Reference: DepEd Order No. 07, s. 2023

OSDS/PER / TGP / CBB / DM – Announcement of Vacancy
/ 09/05/2023



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Enclosure:

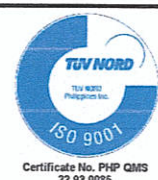
TENTATIVE SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
September 18, 2023	Screening and shortlisting of qualified applicants
September 25, 2023	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
September 28, 2023	Review of the results of the initial assessment (HRMPSB)
October 4-5, 2023	Open Ranking
October 16, 2023	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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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

CHECKLIST OF REQUIREMENTS

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.	General Weighted Average (GWA)			
g.	Photocopy of Certificate/s of Training, if applicable			
h.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i.	Photocopy of latest appointment, if applicable			
j.	Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable			
k.	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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1.	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 (j) is not relevant to the position to be filled			
m.	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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