



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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06 Jan 2025

**DIVISION MEMORANDUM**  
 No. 010, s. 2025

**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
School Principal I	OSEC-DECSB-SP1-270048-2014	19	P 53,873.00	1	DepEd Division of Biñan City – Elementary

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

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
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	N/A	RA 1080

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

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

	<ul style="list-style-type: none"> <li>• Mediates and ensures resolution of conflicts in school</li> <li>• Formulates school policies with stakeholders</li> <li>• Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)</li> <li>• Promotes school discipline with stakeholders</li> <li>a. Leads the preparation of SIP/AIP and ensures participation of stakeholders</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 City on or before **January 16, 2025** until 5:00 p.m. Documents should be arranged, and properly labeled with ear tag as follows:

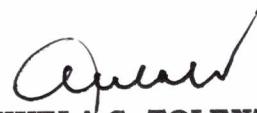
- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of eligibility/Report of rating,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

Reference: DepEd Order No. 007, s. 2023

OSDS/PER / AMC / CBA / DM – Announcement of Vacancy  
/ 01/06/2025