



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
16 MAR 2022
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DIVISION MEMORANDUM

No. **077**, s. 2022

ANNOUNCEMENT OF VACANCY

To : OIC - Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Human Resource Merit Promotion and Selection Board
All Others Concerned

1. This office announces the vacancy for the position listed below. All qualified applicants are welcome to apply 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 588)	No. of Position/s	Place of Assignment
Attorney III	OSEC-DECSB-ATY3-270034-2016	21	P 62,449.00	1	Department of Education - Division of Biñan City (OSDS)

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

Position	Education	Experience	Training	Eligibility
Attorney III	Bachelor of Laws	1 year relevant experience	4 hours relevant training	R.A.1080 (BAR)

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

Position	Duties and Responsibilities
Attorney III	Impartial, evidence-based, and speedy investigation <ul style="list-style-type: none">Evaluation of complaintConduct the preliminary/fact-finding investigationPrepare resolution, formal charge, decision, comment for cases on appeal



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
Telephone Nos.: 511-4143/511-8620/511-4191/511-8746
Email Address: deped.binacity@deped.gov.ph
Website: depedbinan.com

	<p>Provide effective and efficient in-house general legal services</p> <ul style="list-style-type: none"> • Provide legal opinion, interpretation and /or advice on laws, rules, and regulations, and policies concerning the Department to the SDS or to any personnel of the SDO • Assist the Formal Investigating Committee during the Formal Investigation (act as amicus curiae) • Prepare, study, and review contracts/agreements/ MOA • Evaluate requests for clearances, certifications • Lead and manage the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP) • Assist the SolGen in suits against personnel of the SDO and in suits involving school sites or represent the same in court cases when deputized by the OSG <p>Safeguarding the Department's rights and interests on school sites</p> <ul style="list-style-type: none"> • Coordinate CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH, and other partner agencies for the issuance of Special Patent or Certificate of Title of our school sites • Prepare and/or review documents pertaining to the school site (ex. Deed of Donation, Usufruct, Sale; Title, Tax Declaration • Coordinate with appropriate authorities for issues/concerns relating to school sites • Conduct ocular inspection on school sites to validate issues and concerns. <p>Timely submission of a report on matters which are required by law</p> <p>Submit reportorial requirements to appropriate Offices on-time (Summary Report on Child Protection/Anti-Bullying Policy)</p>
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4. Interested and qualified applicants are advised to submit the following documents to the **Records Unit** of City Schools Division of Biñan City or email at **records.binancity@deped.gov.ph** on or before March 28, 2022.

- Notarized Omnibus Certification of Authenticity and Veracity of Documents
- Letter of intent addressed to the Schools Division Superintendent
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- Photocopy of CAV and Authenticated Transcript of Records (TOR) and Diploma
- Photocopy of Authenticated PRC ID (R.A. 1080 – Attorney)
- Updated Service Records/Certificate of Employment



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- g. Performance ratings (duly signed) – **3 consecutive years**
- h. Certificate of Trainings/Seminar (must be relevant to the position being applied and not credited during the last promotion)
- i. Outstanding Accomplishments (if any with supporting documents)
 - Outstanding Employee Awards
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker
- j. Latest approved appointment (if any)

5. Applicants must ensure that their documents are complete and accurate. Late documents shall not be accepted. Only those applicants with complete requirements shall be entertained.

6. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist and shall receive a notification through email address/cellphone number (via SMS/text message) indicated in the application letter or CSC Form No. 212 (PDS) for the schedule assessment and interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).

7. Applicants may refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non – Teaching Positions" for the criteria and number of points assigned to each criterion.

8. Immediate dissemination of this Memorandum is desired.


EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: As stated

Reference: DepEd Order No. 66, s. 2007

OSDS/PER / DM-Announcement of Vacancy
 / 03/16/2022



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