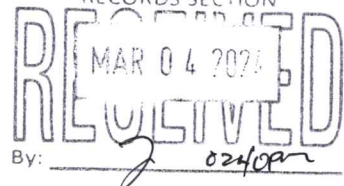




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION



04 Mar 2024

**DIVISION MEMORANDUM**

No. **091**, 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 591)	No. of Position/s	Place of Assignment
Public Schools District Supervisor	OSEC-DESB-PSDS-270012-2016	22	P 71,511.00	1	DepEd Division of Biñan City
Registrar I	OSEC-DECSB-R1-270181-2016	11	P 27,000.00	1	DepEd Division of Biñan City (Senior High School)
Administrative Assistant III	OSEC-DECSB-ADAS3-270072-2018	9	P 21,211.00	1	DepEd Division of Biñan City
Administrative Assistant II	OSEC-DECSB-ADAS2-270297-2016	8	P 19,744.00	1	DepEd Division of Biñan City (Senior High School)



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

<b>Position</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Competency</b> (if applicable)	<b>Eligibility</b>
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)
Registrar I	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 with acquired 9 units in accounting	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 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)



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

Position	Duties and Responsibilities
<p style="text-align: center;"><b>Public Schools District Supervisor</b></p>	<p><b>INSTRUCTIONAL SUPERVISION</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Monitor and evaluate the school's implementation of their plans and submit reports to the Schools Division management team to provide feedback.</li> <li>• Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.</li> <li>• Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.</li> <li>• 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.</li> </ul> <p><b>MONITORING AND EVALUATION</b></p> <ul style="list-style-type: none"> <li>• 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 &amp; E and transparency tools.</li> </ul>

- 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 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.
- 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 style="text-align: center;"><b>Registrar I</b></p>	<ul style="list-style-type: none"> <li>• Receives, updates, and maintains the records, reports, and documents of the school, its staff, and learners;</li> <li>• Manages and updates the Learner Information System (LIS);</li> <li>• Ensures an efficient process of registration and enrollment;</li> <li>• Facilitates the process of releasing records of the school, staff, and learners to the necessary institutions; and</li> <li>• Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head</li> </ul>
<p style="text-align: center;"><b>Administrative Assistant III</b></p>	<p><b>SALARY ADMINISTRATION AND PAYROLL PROCESSING</b></p> <ul style="list-style-type: none"> <li>• Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.</li> <li>• Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits.</li> <li>• Compute necessary deductions for inclusion in the monthly payroll.</li> <li>• 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)</li> <li>• Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.</li> <li>• Handle the administration of the Biometric system.</li> <li>• Keep abreast with company policies and tax legislations that impact on remuneration.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>PAYROLL-RELATED SERVICES</b></p> <p><b>As designated GSIS Authorized Agency Officer:</b></p>

- 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
  - 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.



	<ul style="list-style-type: none"> <li>• Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li> </ul> <p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>• Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets.</li> <li>• Provide clerical support in the preparation of budget proposals.</li> <li>• Act as Liaison Officer to DBM, NEDA, and other oversight bodies</li> <li>• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes, and justifications)</li> <li>• Review completeness of supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations</li> </ul> <p><b>Budget Execution</b></p> <ul style="list-style-type: none"> <li>• Assist in gathering of data needed in the preparation of cost-efficiency computations.</li> <li>• Prepare data needed to approve obligation requests.</li> <li>• Gather data needed to evaluate and prepare status report on budget utilization.</li> <li>• Prepares documents to approve fund transfer to other operating units.</li> </ul> <p><b>Budget Accountability and Reports</b></p> <p>a. Gather data needed in the preparation of budget accountability reports</p>
<p><b>Administrative Assistant II</b></p>	<p><b>ACCOUNTING SERVICES</b></p> <ul style="list-style-type: none"> <li>• Assist the Senior Bookkeeper/School Head in the performance of the following:</li> <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> <li>• Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>• 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</li> <li>• Preparation of Monthly Summary of Cash Advances Received, Liquidated, and Balances</li> </ul>

- 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

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 **March 14, 2024**, until 5:00 p.m. Documents should be arranged, and properly labeled with ear tag as follows:

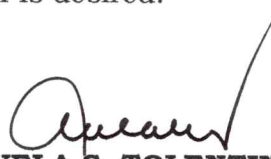


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**Website:** depedbinan.com





- 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  
/ 03/04/2024



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Enclosure:

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

<b>Date</b>	<b>Selection Activities</b>
March 18-19, 2024	Screening and shortlisting of qualified applicants
April 2, 2024	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
April 5, 2024	Review of the results of the initial assessment (HRMPSB)
April 10-11, 2024	Open Ranking
April 24, 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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**Republic of the Philippines**  
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 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.	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.