



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

APR 19 2022

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03/21/2022

19 Apr 2022

DIVISION MEMORANDUM

No. 118, s. 2022

ANNOUNCEMENT OF VACANCY

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

1. This office announces the vacancy for the following positions 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
Medical Officer III	OSEC-DECSB-MDOF3-270027-2017	21	P 62,449.00	1	Department of Education - Division of Biñan City (SGOD)
School Principal III	OSEC-DECSB-SP3-270209-2010	21	P 62,449.00	1	Department of Education - Division of Biñan City (Elementary)
School Principal II	OSEC-DECSB-SP2-270003-2015 OSEC-DECSB-SP2-270319-2010 OSEC-DECSB-SP2-270339-2010	20	P 55,799.00	3	Department of Education - Division of Biñan City (Elementary)



Master Teacher I	OSEC-DECSB-MTCHR1-241059-1998	18	P 45,203.00	1	Department of Education - Division of Biñan City (Elementary)
Head Teacher II	OSEC-DECSB-HTEACH2-240153-1998	15	P 35,097.00	1	Department of Education - Division of Biñan City (Elementary)
Guidance Counselor II	OSEC-DECSB-GUIDC2-270105-2016 OSEC-DECSB-GUIDC2-270106-2016 OSEC-DECSB-GUIDC2-270107-2016 OSEC-DECSB-GUIDC2-270108-2016 OSEC-DECSB-GUIDC2-270109-2016	12	P 27,608.00	5	Department of Education - Division of Biñan City (Senior High School)
Guidance Counselor I	OSEC-DECSB-GUIDC1-270929-2010 OSEC-DECSB-GUIDC1-270017-2009	11	P 25,439.00	2	Biñan Secondary School of Applied Academics and Nereo R. Joaquin National High School

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



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Position	Education	Experience	Training	Eligibility
Medical Officer III	Doctor of Medicine	None Required	None Required	R.A. 1080 (Physician's Licensure Exam)
School Principal III	Bachelor's degree in Elementary Education; or bachelor's degree with 18 professional units plus 6 units of management	2 years as Principal	40 hours of relevant training	R.A. 1080 (LET/PBET)
School Principal II	Bachelor's degree in Elementary Education; or bachelor's degree with 18 professional units plus 6 units of management	1 year as Principal	40 hours of relevant training	R.A. 1080 (LET/PBET)
Master Teacher I	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for Master's degree in Education or its equivalent	3 years of relevant experience	None Required	R.A. 1080 (LET/PBET)
Head Teacher II	Bachelor's degree in elementary education; or bachelor's degree with 18 professional units	Head Teacher for 1 year; or Teacher-in-charge for 1 year; Teacher for 4 years	24 hours of relevant training	R.A. 1080 (LET/PBET)
Guidance Counselor II	Master's degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)



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Guidance Counselor I	Master's degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)
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3. Below are the duties and responsibilities of the abovementioned positions.

Position	Duties and Responsibilities
Medical Officer III	<p>Health Program and Services</p> <ul style="list-style-type: none"> Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office. Monitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners. Prepares and submits periodic reports of accomplishments. <p>Nutrition Program Service</p> <ul style="list-style-type: none"> Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office. Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office. Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation. <p>Partnership</p> <ul style="list-style-type: none"> Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepEd Established Standards for Health and Nutrition Programs.
School Principal III	<ul style="list-style-type: none"> Supervises and directs all school teaching and non-teaching personnel Manages instructional system Sets up goals and objectives Leads and implements educational programs Organizes and conducts INSETs Promotes and coordinates services for the holistic development of school personnel and pupils Directs, coordinates and manages school funds according to prioritized needs



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	<ul style="list-style-type: none"> • Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.) • Requests and distributes instructional materials • Initiates and compiles teachers' professional documents in portfolios • Practices equitable distribution of teaching loads and observes teacher-learner ratio • Inspects regularly Daily Lesson Logs (DLL) • Monitors teachers' upkeep of student's records • Provides EPA compliant accommodation to learners amidst shortages • Prepares/consolidates reports • Rates all school personnel performance and recommends promotion • Creates committee to assess learning outcomes • Establishes linkages with stakeholders • Ensures compliance to existing laws, policies and orders of fund-raising projects for the school • Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists • Formulates intervention programs/innovations for learners' development • Organizes special classes for learners with special needs • Meets parents regularly to confer/inform about school accomplishments • Determines the strengths, weaknesses, opportunities and threats of the school • Designs programs with stakeholders to address school needs • Recognizes accomplishments of stakeholder's • Promotes welfare of stakeholders' • Mediates and ensures resolution of conflicts in school • Formulates school policies with stakeholders • Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP) • Promotes school discipline with stakeholders • Leads the preparation of SIP/AIP and ensures participation of stakeholders
School Principal II	<ul style="list-style-type: none"> • Supervises and directs all school teaching and non-teaching personnel • Manages instructional system



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- Sets up goals and objectives
- Leads and implements educational programs
- Organizes and conducts INSETs
- Promotes and coordinates services for the holistic development of school personnel and pupils
- Directs, coordinates and manages school funds according to prioritized needs
- Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
- Requests and distributes instructional materials
- Initiates and compiles teachers' professional documents in portfolios
- Practices equitable distribution of teaching loads and observes teacher-learner ratio
- Inspects regularly Daily Lesson Logs (DLL)
- Monitors teachers' upkeep of student's records
- Provides EPA compliant accommodation to learners amidst shortages
- Prepares/consolidates reports
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- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
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- Determines the strengths, weaknesses, opportunities and threats of the school
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	<ul style="list-style-type: none"> • Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP) • Promotes school discipline with stakeholders • Leads the preparation of SIP/AIP and ensures participation of stakeholders
Master Teacher I	<ul style="list-style-type: none"> • Models exemplary practice in the application of content knowledge and pedagogy showing its integration within and across learning areas • Conducts in-depth studies or action researches on teaching-learning innovations • Works with colleagues to create learning-focused environments that promote learner responsibility and achievement • Assists colleagues to implement differentiated teaching strategies that are responsive to learner diversity • Leads in the preparation and enrichment of curriculum • Initiates programs and projects that can enhance the curriculum and its implementation • Leads colleagues in the design, evaluation, interpretation and utilization of different types of assessment tools for the improvement of the teaching and learning process • Updates parents/guardians on learner needs, progress and achievement • Strengthens school-community partnerships to enrich engagement of internal and external stakeholders in the educative process • Establishes links with colleagues through attendance and membership in professional organizations for self-growth and advancement • Provides technical assistance through demonstration teaching, mentoring, coaching, class monitoring and observation, organizing/leading/serving as trainers/facilitators in teacher quality circles/learning action cells • Does related work
Head Teacher II	<ul style="list-style-type: none"> • Supports School-Based Management (SBM) • Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)



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- Ensures adherence to DepEd Orders and other issuances
- Assists in maintaining the school BEIS
- Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
- Assists in implementing programs of the school
- Assists in working for possible accreditation
- Monitors the teaching-learning process
- Evaluates learning outcomes
- Recommends changes in policies affecting curriculum and instruction
- Implements innovations and alternative delivery schemes
- Localizes/indigenizes curriculum
- Prepares specific budget and accounts for funds received
- Maximizes the use of textbooks, references and other instructional materials
- Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
- Coordinates with stakeholders on resource generation and mobilization
- Motivates and supports teachers to attain peak performance through awards, recognition and incentives
- Monitors teachers and master teachers
- Recommends staffing requirements and assists in the selection and hiring of teachers
- Conducts department-based training as a result of training needs analysis
- Evaluates performance of teachers
- Promotes harmonious working relationship among teachers
- Promotes the corporate image of the Department of Education
- Recommends promotion of teaching and non-teaching personnel
- Establishes and ensures support and cooperation of stakeholders
- Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies

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	<ul style="list-style-type: none"> • Proposes plans and implements SB INSET • Prepares and submits monthly supervisory/accomplishment report
Guidance Counselor II	<ul style="list-style-type: none"> • Provides orientation to students in all year levels • Formulates guidance and counseling forms including individual inventory, agreement forms • Administers and interprets individual and groups psychological and projective tests • Provides effective individual and group counseling • Identifies students' needs and problems • Makes an action research based on the results of the identified of students' needs and problems • Makes referrals to different government agencies • Coordinates with the community, NGOs or GOs for program support • Provides career counseling to students • Provides scholarship programs to students
Guidance Counselor I	<ul style="list-style-type: none"> • Organizes functional and suitable guidance and counseling program • Provides effective individual and group counseling • Identifies students' needs and problems • Provides career counseling to students • Provides scholarship programs to students

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.binancy@deped.gov.ph** on or before **May 6, 2022**.

- a. Notarized Omnibus Certification of Authenticity and Veracity of Documents
- b. Letter of intent addressed to the Schools Division Superintendent
- c. 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
- d. Notarized Transcript of Records (TOR)
- e. Photocopy of Authenticated PRC ID
- f. Updated Service Records/Certificate of Employment
- 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**)



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- 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.

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", **DepEd Order No. 42, s. 2007**, "The Revised Guidelines, on Selection, Promotion and Designation of School Heads", **DepEd Order No. 39, s. 2007** "Modified Qualification Standards for the Positions of Head Teachers and Principals", **MEC Order No. 10, s. 1979** "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers", and **CSC MC No. 02, s. 2017** "Amendment to CSC MC. No. 16, s. 2011 on the Education and Training Requirements for Guidance Counselor 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: None

Reference: DepEd Order No. 66, s. 2007
DepEd Order No. 42, s. 2007
DepEd Order No. 39, s. 2007
MEC Order No. 10, s. 1979
CSC MC No. 02, s. 2017

OSDS/PER / TGP / CBB / DM-Announcement of Vacancy
/ 04/19/2022



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