



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

RECEIVED
 MAY 28 2025
 1:20
 R

28 May 2025

DIVISION MEMORANDUM
 No. 183, s. 2025

ANNOUNCEMENT OF VACANCY

To: 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. 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 II (Senior High School)	OSEC-DECSB-SP2-270316-2016	20	P 62,967.00	1	DepEd – Division of Biñan City (Senior High School)
Project Development Officer I	OSEC-DECSB-PDO1-270134-2016	11	P 30,024.00	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
School Principal II (Senior High School)	Bachelor of Secondary Education (BSEd) or bachelor's degree with 18 Professional Education	1 year as Principal	40 hours of relevant training	N/A	R.A. 1080 / NQESH

	units plus 6 units of Management				
Project Development Officer I	Bachelor's degree relevant to the job	None required	None required	N/A	Career Service Professional (Second Level Eligibility)

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

Position	Duties and Responsibilities
School Principal II (Senior High School)	<ul style="list-style-type: none"> • Sets the direction and strategy for the school; • Spearheads the formulation and implementation of the School Improvement Plan (SIP) and Annual Improvement Plan (AIP) towards the continuous improvement of the school; • Manages the fiscal and asset resources of the school, including the efficient and transparent use of the school MOOE (Maintenance and Other Operating Expenses); • Facilitates organizational efficiency and the effective management of the people systems of the school, including the designation of tasks, coaching, mentoring, and instructional supervision of school staff; • Implements and monitors the Results-Based Performance Management System (RPMS) of the school and its staff; • Monitors and assesses the school curriculum and its implementation, including the approval of teacher assignments, loading, and class programs; • Makes recommendations to the Schools Division Office (SDO) regarding the program offerings of the school; • Creates an environment that is child-friendly, safe, and conducive to the teaching-learning process; • Leads in the creation and implementation of standards for teacher and student behavior, as well as disciplinary systems within the school; • Implements and monitors the use and updating of the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS); • Encourages the shared governance of the school through constant collaboration with the School Governing Council (SGC), Parent-Teacher

	<p>Association (PTA), and other internal stakeholders of the school;</p> <ul style="list-style-type: none"> Leads in the collaboration of the school with external partners, stakeholders and the Local Government Unit (LGU); Is accountable for the learning outcomes of the school; Acts as representative of the school to internal and external stakeholders; and Reports to the Schools Division Superintendent.
<p>Project Development Officer I</p>	<p>PROGRAM MANAGEMENT AND IMPLEMENTATION FOR YOUTH FORMATION</p> <ul style="list-style-type: none"> Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG), and career guidance program. Coordinates the schools on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office. Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values. Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities. Oversees the activities of the schools on youth formation programs. Develops a knowledge management system for the newly-elected SPG, SSG, and school clubs/organizations officers and newly-appointed Teacher-Advisers and for other data-driven youth formation activities and submits it to the Regional and Central Office. Submits narrative reports on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary. Initiates other youth formation programs, projects, and activities applicable in the division. <p>CAPACITY BUILDING</p> <ul style="list-style-type: none"> Modifies the training needs assessment tool for conceptualizing youth formation training programs in the division level in coordination with the Human Resource Personnel.

- Facilitates the conduct of the training needs assessment in schools.
- Prepares training design for capacity building activities.
- Organizes capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs in coordination with the Human Resource Personnel.
- Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Implementation Division (CID) and Human Resource personnel.

MONITORING AND EVALUATION

- Monitors the implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG plan of actions and career guidance program.
- Analyzes/interpret the results of the monitoring
- Submits the report on the results of monitoring and evaluation to the SGOD Chiefs.
- Provides feedback on youth formation program implementation as reference for possible program intervention/modification.
- Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs.
- Provides technical assistance on the implementation of youth formation programs, projects and activities from national to the school level.

PARTNERSHIP AND LINKAGES

- Prepares proposals to possible partners and advocates of youth formation programs.
- Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level.

SECONDARY DUTIES

- As may be assigned by the superior.

4. All applicants are **REQUIRED** to register using this link <https://bit.ly/SDO-BINANCITY-INITIAL-REGISTRATION> or scan the QR code provided below. This registration is necessary for the issuance of a unique application code to ensure

objectivity and integrity of the process and to protect the identity of the applicants when posting the results.



5. Interested applicants, whether **internal or external** to DepEd, shall submit the following documents in **hard copy**. The documents should be fastened in a **long white folder** with proper **ear tabs**, arranged as listed below:

- a. 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
- b. Letter of intent addressed to the Schools Division Superintendent
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- d. Photocopy of valid and updated PRC License/ID, if applicable
- e. Photocopy of eligibility/Report of rating, if applicable
- f. 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
- 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.
- 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. Other documents as may be required for comparative assessment, such as but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment.
 - ii. 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.
- l. Photocopy of voter's ID and/or any proof of residency

6. Applicants should submit the aforementioned documents to the Personnel Unit for initial verification of completeness. Once verified as complete, the documents must be forwarded to the **Records Unit** of the City Schools Division of Biñan City for official receipt stamping, not later than **June 6, 2025**, until **5:00 p.m.**

7. Applicants who failed to submit mandatory documentary requirements (Items 5.a to 5.j) on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline. However, failure to submit the non-mandatory documentary requirements (Item 5.k) shall not warrant exclusion from the pool of official applicants.

8. To relieve applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the

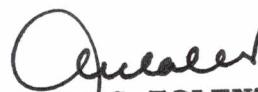
Certification on the Authenticity and Veracity (CAV) of a document submitted shall no longer be required to be notarized.

9. All applicants are hereby reminded that **only photocopies** of the required documentary requirements shall be submitted. **Original documents** must be presented solely during the open ranking for verification purposes. Application documents that are submitted to the Personnel Unit can no longer be retrieved or withdrawn, as they have been officially received, recorded as part of the division's records, and archived accordingly.

10. The schedule of the conduct of initial evaluation, open ranking, and other evaluative assessments shall be announced in a separate memorandum.

11. 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.

12. 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 / TGP / CBA / DM – Announcement of Vacancy
/ 05/28/2025



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

CHECKLIST OF REQUIREMENTS

Non-teaching, Related Teaching, School Admin, and Teacher I (Elem, JHS, & SHS)

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			
l.	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.