



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

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12 Sep 2022

**DIVISION MEMORANDUM**

No. 306, 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
Administrative Assistant III	OSEC-DECSB-ADAS3-270071-2018	9	P 20,402.00	1	Deped – Division of Biñan City
Administrative Aide VI	OSEC-DECSB-ADA6-270017-2016	6	P 16,877.00	1	Deped – Division of Biñan City

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

Position	Education	Experience	Training	Eligibility
Administrative Assistant III	Completion of two years studies in college	1 year relevant experience (preferably with knowledge in handling compensation and benefits)	4 hours of relevant training	Career Service (Subprofessional – First Level Eligibility)



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Administrative Aide VI	Completion of 2 years studies in college or High School Graduate with relevant vocational trade course	1 year relevant experience	4 hours relevant training	Career Service (Subprofessional) – First Level Eligibility or Relevant MC 11, s. 1996
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3. Below are the duties and responsibilities of the abovementioned positions.

Position	Duties and Responsibilities
<b>Administrative Assistant III</b> (Personnel Unit)	<b>SALARY ADMINISTRATION AND PAYROLL PROCESSING</b> <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</li> </ul>



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	<p>and the office in charge of the DepEd Provident Fund.</p>
<p><b>Administrative Aide VI</b> (Supply Unit)</p>	<p><b>Supplies and Materials</b></p> <ul style="list-style-type: none"> <li>• Receive and record supplies, materials, and equipment upon delivery, in order to document the availability of the item for effective monitoring and supply management.</li> <li>• Organize and maintains orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning, and sanitizing to ensure easy identification, access, preservation, and safety of material resources.</li> <li>• Prepare supplies and materials for issuance by the Supply Officer to requesting units.</li> <li>• Consolidate records on received and issued supplies and materials and prepare a report on monthly balances</li> </ul> <p><b>Properties and Equipment</b></p> <ul style="list-style-type: none"> <li>• Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts.</li> <li>• Determine serviceable properties and equipment requiring maintenance and repair in order to take appropriate action to extend its utilization.</li> <li>• Maintain accurate, complete files of contracts, Purchase Orders, and Vouchers with complete supporting papers for ready reference.</li> <li>• Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment, and waste materials in order to prepare a list of materials recommended for transfer or disposal.</li> <li>• Help the Supply Officer in the segregation of waste materials, and unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.</li> </ul> <p><b>Documents and Records</b></p> <ul style="list-style-type: none"> <li>• Keep copies of contracts, purchase orders, vouchers, and supporting documents in an organized filing system for future reference</li> </ul>



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	<ul style="list-style-type: none"> <li>• Recommends turning over to the Records Officer, critical documents for archiving and safekeeping</li> </ul>
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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 **depedbinancity@deped.gov.ph** on or before **September 16, 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 a recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- d. Photocopy of Transcript of Records (TOR)
- e. Photocopy of Civil Service Eligibility
- f. Updated Service Records/Certificate of Employment
- g. Performance ratings (duly signed) – **3 consecutive years**
- h. Certificate of Training/Seminar (must be relevant to the position being applied)
- i. Outstanding Accomplishments (**if any with supporting documents**)
  - Outstanding Employee Awards
  - Innovations
  - Research and Development Projects
  - Publication/Authorship
  - Consultant/Resource Speaker

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 scheduled 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: None

Reference: DepEd Order No. 66, s. 2007

OSDS/PER / TGP / CBB / DM-Announcement of Vacancy  
/ 09/12/2022

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