



03 Oct 2022

**DIVISION MEMORANDUM**

No. 321, 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 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
Administrative Assistant II	OSEC-DECSB-ADAS2-270294-2016	8	P 18,998.00	1	DepEd Division of Biñan City (SHS)

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

Position	Education	Experience	Training	Eligibility
Administrative Assistant II	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) – First Level Eligibility



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna

Telephone Nos.: 511-4143/511-8620/511-4191/511-8746

Email Address: deped.binancity@deped.gov.ph

Website: depedbinan.com

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

<b>Position</b>	<b>Duties and Responsibilities</b>
<b>Administrative Assistant II</b>	<p><b>ACCOUNTING SERVICES</b></p> <p>a. <b>Assist the Senior Bookkeeper/School Head in the performance of the following:</b></p> <ul style="list-style-type: none"><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><li>Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.</li></ul> <p><b>BUDGETING SERVICES</b></p> <p>a. <b>Budgeting System</b></p> <ul style="list-style-type: none"><li>Assist in the conduct of orientations and workshops on the budgeting system</li><li>Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li></ul> <p>b. <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>



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna

Telephone Nos.: 511-4143/511-8620/511-4191/511-8746

Email Address: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)

Website: [depedbinan.com](http://depedbinan.com)

	<p><b>c. Budget Execution</b></p> <ul style="list-style-type: none"> <li>• Assist in the gathering of data needed in the preparation of <b>cost-efficiency</b> computations</li> <li>• Prepare data needed to approve obligation requests</li> <li>• Gather data needed to evaluate and prepare a status report on budget utilization</li> <li>• Prepares documents to approve fund transfer to other operating units</li> </ul> <p><b>d. Budget Accountability and Reports</b></p> <p>Gather data needed in the preparation of budget accountability reports</p>
--	---

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 **October 12, 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.



**Address:** P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna

**Telephone Nos.:** 511-4143/511-8620/511-4191/511-8746

**Email Address:** [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)

**Website:** [depedbinan.com](http://depedbinan.com)



**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

Encl: Schedule of Selection Process  
Reference: DepEd Order No. 66, s. 2007

OSDS/PER / TGP / CBB / DM-Announcement of Vacancy  
/ 10/03/2022



---

**Address:** P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
**Telephone Nos.:** 511-4143/511-8620/511-4191/511-8746  
**Email Address:** [deped.binancy@deped.gov.ph](mailto:deped.binancy@deped.gov.ph)  
**Website:** [depedbinan.com](http://depedbinan.com)

**SCHEDULE OF SELECTION PROCESS**

<b>Date</b>	<b>Selection Activities</b>
October 13, 2022	Screening and shortlisting of qualified applicants
October 24, 2022	Schedule of Assessment, Interview/Written Exam, and Paper Evaluation
October 31, 2022	Posting of Registry of Qualified Applicants (RQA)

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 [hrmo.binancity@deped.gov.ph](mailto:hrmo.binancity@deped.gov.ph)



---

**Address:** P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
**Telephone Nos.:** 511-4143/511-8620/511-4191/511-8746  
**Email Address:** [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)  
**Website:** [depedbinan.com](http://depedbinan.com)