



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

10 OCT 2022

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DIVISION MEMORANDUM

No. 328, 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 Officer II	OSEC-DECSB-ADOF2-270161-2021	11	P 25,439.00	1	DepEd Division of Biñan City (Elementary)
Administrative Assistant II	OSEC-DECSB-ADAS2-270293-2016	8	P 18,998.00	1	DepEd Division of Biñan City (SHS)

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

Position	Education	Experience	Training	Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	Civil Service (Professional) – Second Level Eligibility



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

Position	Duties and Responsibilities
Administrative Officer II	1. PERSONNEL ADMINISTRATION <u>Recruitment and Selection</u> Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: <ul style="list-style-type: none"> a. Recruitment and selection of applicants in the school assigned b. Promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation or issuance of appointment c. Prepare ERF of qualified teachers and submit to SDO for processing
	<u>Personnel Records</u> <ul style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto c. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS d. Update vacation service/leave credits of school personnel and regularly communicate to all concerned e. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.



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	<p><u>Compensation and Benefits</u></p> <ol style="list-style-type: none"> Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g., maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc.) Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>2. PROPERTY CUSTODIANSHIP</p> <ol style="list-style-type: none"> Facilitate procurement of supplies, materials, equipment, etc. of the school-based on approved SIP/AIP or as directed by the school head Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school Prepare and submit reports on all property accountability of the school.
<p>Administrative Assistant II</p>	<p>ACCOUNTING SERVICES</p> <ol style="list-style-type: none"> Assist the Senior Bookkeeper/School Head in the performance of the following: <ul style="list-style-type: none"> Preparation/maintenance of registries of allotment and obligations Preparation of financial and accountability reports and maintenance of subsidiary ledgers Preparation of liquidation of cash advances Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) Analysis of COA audit findings and recommendations as well as the direct



	<p>control on monitoring of its status of compliance undertaken by the school/schools division</p> <ul style="list-style-type: none"> • Preparation of Monthly Summary of Cash Advances Received, Liquidated, and Balances • Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant. <p>BUDGETING SERVICES</p> <p>a. Budgeting System</p> <ul style="list-style-type: none"> • 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. <p>b. Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of 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 <p>c. Budget Execution</p> <ul style="list-style-type: none"> • 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 <p>d. Budget Accountability and Reports</p> <p>Gather data needed in the preparation of budget accountability reports</p>
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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 **depedbincity@deped.gov.ph** on or before **October 20, 2022**.



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- a. Notarized Omnibus Certification of Authenticity and Veracity of Documents
- b. Letter of intent addressed to the Schools Division Superintendent
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet
- 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: Schedule of Selection Process
Reference: DepEd Order No. 66, s. 2007

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



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Enclosure

SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
October 21, 2022	Screening and shortlisting of qualified applicants
November 3, 2022	Schedule of Assessment, Interview/Written Examination, and Paper Evaluation
November 11, 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



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