



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

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**DIVISION MEMORANDUM**

No. 361, 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
Master Teacher I	OSEC-DECSB-MTCHR1-241052-1998 OSEC-DECSB-MTCHR1-241059-1998	18	P 45,203.00	2	DepEd – Division of Biñan City (Elementary)
Master Teacher II	OSEC-DECSB-MTCHR2-270004-2010	19	P 49,835.00	1	DepEd – Division of Biñan City (Elementary)
School Principal I	OSEC-DECSB-SP1-270005-2011 OSEC-DECSB-SP1-270042-2014	19	P 49,835.00	2	DepEd – Division of Biñan City (Elementary)
School Principal II	OSEC-DECSB-SP2-270003-2015	20	P 55,799.00	1	DepEd – Division of Biñan City (Elementary)



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School Principal I	OSEC-DECSB-SP1-270506-2010 OSEC-DECSB-SP1-270526-2010 OSEC-DECSB-SP1-270524-2010	19	P 49,835.00	3	DepEd – Division of Biñan City (Secondary)
Assistant School Principal II (SHS)	OSEC-DECSB-ASP2-270324-2016	19	P 49,835.00	1	DepEd – Division of Biñan City (Senior High School)

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

Position	Education	Experience	Training	Eligibility	Competency (if applicable)
Master Teacher I (Elementary)	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)	N/A
Master Teacher II (Elementary)	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	R.A. 1080 (LET/PBET)	N/A



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School Principal I (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training (School Heads Development Program)	R.A. 1080 (LET/PBET)	N/A
School Principal II (Elementary)	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 (School Heads Development Program)	R.A. 1080 (LET/PBET)	N/A
School Principal I (Secondary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training (School Heads Development Program)	R.A. 1080 (LET/PBET)	N/A
Assistant School Principal II (SHS)	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training (School Heads Development Program)	R.A. 1080 (LET/PBET)	N/A





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

Position	Duties and Responsibilities
<p><b>Master Teacher I</b> (Elementary)</p>	<ul style="list-style-type: none"> <li>• Attends professional meetings, in-service trainings and related activities for self-growth and advancement.</li> <li>• Prepares daily logs and visual aids related to the lesson</li> <li>• Conducts remedial episodes classes for slow learners</li> <li>• Updates parents on children's progress and problems through dialogues, conferences, and PTA meetings</li> <li>• Assists the guidance counselor in handling students with problems</li> <li>• Gets involved in community and civic organization activities.</li> <li>• Maintains harmonious relationships with superiors, students, local and public officials, and co-teachers.</li> <li>• Observes proper decorum</li> <li>• Conducts echo seminars for co-teachers.</li> <li>• Mentors co-teachers in content and skills difficulties</li> <li>• Helps in the proper and accurate dissemination/implementation of school policies</li> <li>• Assists principals in instructional monitoring of teachers.</li> <li>• Guides co-teachers in the performance of duties and responsibilities</li> <li>• Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns</li> <li>• Initiates projects and programs that will enhance the curriculum and its delivery</li> <li>• Makes the needed instructional materials available to teachers and students</li> <li>• Assists school heads in class monitoring</li> <li>• Conducts in-depth studies or action researches on instructional problems</li> <li>• Coordinates with the grade chairman in disseminating information about school problems, awards, promotion</li> <li>• Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers</li> <li>• Monitors the maintenance of discipline between and among teachers and learners</li> <li>• Assists in designing capacity development programs for teachers</li> </ul>



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	<ul style="list-style-type: none"> <li>• Serves as trainer in school-based INSET</li> <li>• Evaluates teacher-made tests and interpret results</li> <li>• Checks regularly lesson plans of teachers in the assigned grade/subject area</li> <li>• Carries regular teaching load for the grade/subject area</li> <li>• Serves as a demonstration teacher</li> </ul>
<p><b>Master Teacher II</b> (Elementary)</p>	<ul style="list-style-type: none"> <li>• Provides technical assistance to teachers to improve their competencies</li> <li>• Takes active participation in the planning and implementation of training programs in school, district and division levels</li> <li>• Initiates improvement in instructional programs</li> <li>• Leads in the preparation of instructional materials</li> <li>• Introduces innovative teaching approaches and strategies</li> <li>• Serves as demonstration teacher, facilitator or resource person at the school level</li> <li>• Performs regular class monitoring using process observation tools</li> <li>• Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers</li> <li>• Represents the school in conferences or events as delegated by the school head</li> <li>• Conducts post-conferences with teachers for feedback on teaching-learning process</li> <li>• Participates actively in school strategic planning process involving internal and external stakeholders</li> <li>• Carries regular teaching loads for the assigned grade/subject</li> <li>• Conducts at least one action research every year</li> <li>• Takes charge of the school reading recovery program, remedial and/or enrichment program</li> <li>• Teaches/Takes over the class if the assigned teacher is absent; works beyond official time</li> <li>• Enriches the curriculum of his/her field of specialization</li> <li>• Serves as OIC of the school in the absence of the school head</li> <li>• Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head</li> <li>• Consolidates and interprets competency assessment results</li> <li>• Designs and validates training programs for teachers</li> </ul>



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	<ul style="list-style-type: none"> <li>• Checks, improves and prepares sample lesson plans for the assigned grade/subject area</li> <li>• Interprets test results and utilizes them for improvement of instruction</li> <li>• Helps identify potential demonstration teachers</li> <li>• Gives demonstration to new/striving teachers</li> </ul>
<p><b>School Principal I and School Principal II</b> (Elementary/Secondary)</p>	<ul style="list-style-type: none"> <li>• Supervises and directs all school teaching and non-teaching personnel</li> <li>• Manages instructional system</li> <li>• Sets up goals and objectives</li> <li>• Leads and implements educational programs</li> <li>• Organizes and conducts INSETs</li> <li>• Promotes and coordinates services for the holistic development of school personnel and pupils</li> <li>• Directs, coordinates, and manages school funds according to prioritized needs</li> <li>• Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)</li> <li>• Requests and distributes instructional materials</li> <li>• Initiates and compiles teachers' professional documents in portfolios</li> <li>• Practices equitable distribution of teaching loads and observes teacher-learner ratio</li> <li>• Inspects regularly Daily Lesson Logs (DLL)</li> <li>• Monitors teachers' upkeep of student's records</li> <li>• Provides EPA compliant accommodation to learners amidst shortages</li> <li>• Prepares/consolidates reports</li> <li>• Rates all school personnel performance and recommends promotion</li> <li>• Creates committee to assess learning outcomes</li> <li>• Establishes linkages with stakeholders</li> <li>• Ensures compliance to existing laws, policies and orders of fund-raising projects for the school</li> <li>• Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists</li> <li>• Formulates intervention programs/innovations for learners' development</li> <li>• Organizes special classes for learners with special needs</li> <li>• Meets parents regularly to confer/inform about school accomplishments</li> <li>• Determines the strengths, weaknesses, opportunities, and threats of the school</li> </ul>



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	<ul style="list-style-type: none"> <li>• Designs programs with stakeholders to address school needs</li> <li>• Recognizes accomplishments of stakeholder's</li> <li>• Promotes welfare of stakeholders'</li> <li>• Mediates and ensures resolution of conflicts in school</li> <li>• Formulates school policies with stakeholders</li> <li>• Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)</li> <li>• Promotes school discipline with stakeholders</li> <li>• Leads the preparation of SIP/AIP and ensures participation of stakeholders</li> </ul>
<b>Assistant School Principal II</b> (SHS)	<ul style="list-style-type: none"> <li>• Supports the Principal or School Head in the administrative supervision and implementation of all learner support programs of the school;</li> <li>• Manages the systems, processes and people involved in the delivery of support services to the staff and learners;</li> <li>• Coaches and monitors the non-teaching staff of the school;</li> <li>• Creates and implements the strategy towards the continuous improvement of the school's systems, processes, and delivery of learner support services;</li> <li>• Acts as a liaison between the school and its external partners, stakeholders and the LGU, together with the Principal or School Head; and</li> <li>• Reports to the Principal/School Head</li> </ul>

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 **November 25, 2022**.

- 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/Rating/License
- 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



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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. 42, s. 2007**, "Revised Guidelines on Selection, Promotion, and Designation of School Heads", **DepEd Order No. 19, s. 2016**, "Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS)", and **MEC No. 10, s. 1979**, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" 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: Tentative Schedule of Selection Process

Reference: DepEd Order No. 42, s. 2007

DepEd Order No. 19, s. 2016

MEC No. 10, s. 1979

OSDS/PER      /    TGP      /    CBB      /    DM-Announcement of Vacancy  
                     / 11/11/2022



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Enclosure

**TENTATIVE SCHEDULE OF SELECTION PROCESS**

<b>Date</b>	<b>Selection Activities</b>
November 27, 2022	Screening and shortlisting of qualified applicants
December 13, 2022	Schedule of Assessment, Interview/Written Examination, and Paper Evaluation
December 26, 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)



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