



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

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DIVISION MEMORANDUM

No. **371**, s. 2024

ANNOUNCEMENT OF VACANCY

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. This office announces the vacancy for the position 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 (NBC 591)	No. of Position/s	Place of Assignment
Administrative Assistant III	OSEC-DECSB-ADAS3-270024-2016 OSEC-DECSB-ADAS3-270115-2017	9	P 22,219.00	2	DepEd Division of Biñan City

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

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
Administrative Assistant III	Completion of two years studies in college with acquired 9 units in accounting	1-year relevant experience	4 hours relevant training	Computer literate with basic knowledge in Payroll and Financial Management, MS Office/GSuite tools, Canva, Image and Video Editing; good in oral and written communication skills	Career Service Sub-Professional (First Level Eligibility)



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Certificate No. PHP QMS
22 93 0085

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

Position	Duties and Responsibilities
<p>Administrative Assistant III</p>	<p>ACCOUNTING SERVICES</p> <p>For DepEd Implementing Units:</p> <ul style="list-style-type: none"> • Prepare/maintain registries of allotment and obligations • Prepare financial and accountability reports and maintains subsidiary ledgers • Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.) • Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school • Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS. <p>For Non-Implementing Units:</p> <ul style="list-style-type: none"> • Maintain school's subsidiary ledgers related to cash advances • Assist the school head in the preparation of liquidation of cash advances • Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances • Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned. <p>SALARY ADMINISTRATION AND PAYROLL PROCESSING</p> <ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deductions for inclusion in the monthly payroll. • 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)

- Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.
- Handle the administration of the Biometric system.
- Keep abreast with company policies and tax legislations that impact on remuneration.
- 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.
- 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 and the office in charge of the DepEd Provident Fund.

PAYROLL-RELATED SERVICES

As designated GSIS Authorized Agency Officer:

- Certify the loan applications of members in their agencies as to the following:
 - That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for;
 - That loan borrowers are in active service;
 - That loan borrowers have no pending administrative and/or criminal charge; and
 - That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS;
- Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave;
- Transmit electronically to GSIS, all membership updating request forms;
- Coordinate with Electronic Remittance File (ERF) officers on the following:
 - Timely deduction of the monthly amortization due on the loans certified or approved;
 - Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and

- Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS;
- Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance.
- Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly;
- Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and
- Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs

As designated Electronic File Remittance (ERF) Handler

- Receive, on behalf of their agency, the following documents from GSIS:
 - Billing file for the due month;
 - Monthly reconciliation billing issues (RBIs); and
 - Notices of deficiency
- Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS.
- Prepare the monthly remittance files using the following as inputs:
 - Billing file for the due month;
 - Notices to deduct received;
 - Data on their employees with increments or promotion that will take effect on the particular due month; and
 - List of employees from the agency who retired, separated, resigned or transferred to other agencies.
- Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete.
- Accomplish the proper membership updating form for employees in their agencies;
- Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid;
- Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and

- Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.

As designated DepEd Verifier:

- Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility:
 - DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines;
 - GSIS Authorized Agency Officers (AAOs), for DepEd personnel's GSIS loan applications;
 - Designated Provident Fund (PF) loan processors, for DepEd personnel's PF loans; and
 - Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers, for DepEd personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity;
- Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for Loans and for Insurance Premium and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018;
- Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification, as contained in the e-mailed request, are:
 - Complete, as required in the said Annex B of Enclosure 2 and Annex C of Enclosure 3 of DO No. 18, s. 2018 (both Annexes attached for your reference); and
 - Authentic, based on the information in the official payroll.
- Record information on applications for loans under the following:
 - GSIS Financial Assistance Loan Program for DepEd Personnel (GFAL) to be relayed by the AAO; and
 - Pag-IBIG loans to be relayed by the Head of Personnel Division/Unit in the Central/Region/Schools Division Offices

and Implementing Unit secondary schools.

- Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.).
- Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office, and concerned
- Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018):
- 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.
- Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.).
- Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation.
- Closely coordinate with other DepEd offices/personnel who are involved in APDS transactions, such as the Administrative and Finance Division/Unit, and, in particular, the Regional Payroll Services Unit, and the AAOs, APDS Task Forces, strictly for official use.
- Perform other related tasks as may be assigned by immediate superior.

BUDGETING SERVICES

Budgeting System

- 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.

Budget Preparation

- 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

	<ul style="list-style-type: none"> 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>Budget Execution</p> <ul style="list-style-type: none"> Assist in 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 status report on budget utilization. Prepares documents to approve fund transfer to other operating units. <p>Budget Accountability and Reports</p> <p>a. Gather data needed in the preparation of budget accountability reports</p>
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4. All applicants are required to register through this link <https://bit.ly/SDO-BINANCITY-INITIAL-REGISTRATION> otherwise, application documents will not be accepted.

5. Interested applicants are advised to submit the following documents in hard copy to the **Records Unit** of the City Schools Division of Biñan on or before **October 25, 2024** until 5:00 p.m. Documents should be arranged, and properly labeled with ear tag as follows:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (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 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 of 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 Accomplishments, 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.
1. Photocopy of voter's ID and/or any proof of residency
 6. No additional documents shall be accepted after the set deadline.
 7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
 8. 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.
 9. 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. 07, s. 2023

OSDS/PER / TGP / CBA / DM – Announcement of Vacancy
 / 10/15/2024



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)

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			
1.	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.