



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

REC'D  
 DEC 10 2024  
 By: / 11:10a

10 Dec 2024

**DIVISION MEMORANDUM**

No. 456, 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 following positions 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	No. of Position/s	Place of Assignment
Administrative Officer II	OSEC-DECSB-ADOF2-270194-2020	11	P 28,512.00	1	DepEd Division of Biñan City (Elementary)
Administrative Assistant II	OSEC-DECSB-ADAS2-270297-2016	8	P 20,534.00	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	Competency (if applicable)	Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	Proficient in personnel administration, property custodianship, general administrative support, and financial management; possesses strong written and verbal communication skills	Career Service (Professional) Second Level Eligibility



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
 Contact Nos.: (049) 547-0105 / (+63) 939-510-8779  
 Email Address: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)  
 Website: [depedbinan.com](http://depedbinan.com)



Certificate No. PHP QMS  
 22 93 0085

Administrative Assistant II	Completion of 2 years in college	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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3. Below are the duties and responsibilities of the abovementioned positions.

Position	Duties and Responsibilities
Administrative Officer II	<p><b>1. PERSONNEL ADMINISTRATION</b></p> <p><b><u>Recruitment and Selection</u></b></p> <p>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:</p> <ul style="list-style-type: none"> <li>a. Recruitment and selection of applicants in the school assigned.</li> <li>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</li> <li>c. Prepare ERF of qualified teachers and submit to SDO for processing.</li> </ul> <p><b><u>Personnel Records</u></b></p> <ul style="list-style-type: none"> <li>a. Update 201 files regularly and maintain database of personal information of school personnel.</li> <li>b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated.</li> <li>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto.</li> </ul>

- e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
- f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned.
- g. 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.

#### **Compensation and Benefits**

- a. 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.)
- b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification.
- c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO

#### **Other HR-related functions**

- a. Update school personnel of the latest HR-related policies
- b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school.
- c. Assist the school head in performance management, rewards, and recognition, and learning development policies and practices implementation in the school.
- d. Prepare and submit HR-related reports to school head/HRMO
- e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines.
- f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.

## **2. PROPERTY CUSTODIANSHIP**

- a. Facilitate procurement of supplies, materials, equipment, etc. of the school-based on approved SIP/AIP or as directed by the school head
- b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secure facility.

	<ul style="list-style-type: none"> <li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</li> <li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>e. Prepare and submit reports on all property accountability of the school.</li> </ul>
<p><b>Administrative Assistant II</b>            (Accounting/Budget/Implementing Unit (IU) Secondary School)</p>	<p><b>3. GENERAL ADMINISTRATIVE SUPPORT</b></p> <ul style="list-style-type: none"> <li>a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers.</li> <li>b. Assist the school planning team in the preparation of SIP/AIP</li> <li>c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</li> <li>d. Perform other functions as may be assigned by the immediate supervisor.</li> </ul> <p><b>4. FINANCIAL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>a. Assist the Schoolhead on the preparation of the following document such as but not limited to:           <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents.</li> </ul> </li> <li>b. For IUs, assist the Schoolhead on the preparation of required reports from COA, DBM, and other oversight agencies.</li> <li>c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary</li> <li>d. Provide assistance to other financial-related task of the Schoolhead</li> <li>e. Perform other functions as may be assigned by the Schoolhead</li> </ul> <p><b>ACCOUNTING SERVICES</b></p> <p>Assist the Senior Bookkeeper/School Head in the performance of the following:</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> </ul>

- Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
- 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
- Preparation of Monthly Summary of Cash Advances Received, Liquidated, and Balances
- Other related bookkeeping and accounting tasks may be assigned by the School Head and/or Schools Division Accountant.

#### **BUDGETING SERVICES**

##### **a. 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.

##### **b. Budget Preparation**

- Assist in identifying and gathering 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

##### **c. Budget Execution**

- 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.

##### **d. Budget Accountability and Reports**

Gather data needed in the preparation of budget accountability reports

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 City on or before **December 20, 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.
- l. 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.

**ARLENE S. RICASATA, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: Checklist of Requirements and Omnibus Sworn Statement  
Reference: DepEd Order No. 007, s. 2023

OSDS/PER / TGP / CBA / DM – Announcement of Vacancy  
/ 12/10/2024



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**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 ( )

<b>Basic Documentary Requirement</b>		<b>Status of Submission</b> (To be filled-out by the applicant; Check if submitted)	<b>Verification</b> (To be filled-out by the HRMO/HR Office/sub-committee)	
			<b>Status of Submission</b> (Check if complied)	<b>Remarks</b>
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 SWORDN 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.