



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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 NOV 13 2023  
 By: \_\_\_\_\_

13 Nov 2023

**DIVISION MEMORANDUM**  
 No. 458, s. 2023

**ANNOUNCEMENT OF VACANCY**

To: OIC - Assistant Schools Division Superintendent  
 Chief, School Governance and Operations Division  
 Chief, Curriculum Implementation Division  
 All Schoolheads

1. This office announces the vacancy for the following positions listed below. All qualified applicants are welcome to apply regardless of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Project Development Officer I	OSEC-DECSB-PDO1-270091-2023 OSEC-DECSB-PDO1-270092-2023 OSEC-DECSB-PDO1-270093-2023 OSEC-DECSB-PDO1-270094-2023	11	P 27,000.00	4	DepEd Division of Biñan City
Administrative Assistant II	OSEC-DECB-ADAS2-270297-2016	8	P 19,744.00	2	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
Project Development Officer I	Bachelor's degree relevant to the job	None required	None required	Good in oral and written communication skills; knowledgeable in Program and Financial Management; computer literate with basic knowledge in MS Office/Gsuite tools, Canva, Image and Video Editing	Career Service Professional (Second Level Eligibility)
Administrative Assistant II	Completion of two years studies 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)

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

Position	Duties and Responsibilities
<b>Project Development Officer I</b>	<p><b>PROGRAM MANAGEMENT AND IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li>Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: <ul style="list-style-type: none"> <li>Prepare and submit a plan to execute the programs, projects, and activities at the school level anchored on DepEd policies and guidelines.</li> <li>Consolidate the programs, projects, and activities to be conducted on a School-based Calendar.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements.</li> <li>d. Facilitate and monitor the conduct of programs, projects, and activities in the school and regularly report to the School Head about the status of implementation.</li> <li>e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities.</li> <li>f. Prepare and submit relevant reports.</li> <li>• Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.</li> </ul> <p><b>PROGRAM COORDINATION AND PARTNERSHIPS</b></p> <ul style="list-style-type: none"> <li>• Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities.</li> <li>• Assist in mobilizing the support of the school community and other stakeholders in implementing the programs.</li> <li>• Prepare communications and correspondence to the concerned School stakeholders.</li> </ul> <p><b>ADVOCACY</b></p> <ul style="list-style-type: none"> <li>• Disseminate advocacy resource materials to increase the awareness and understanding of the school community on the programs.</li> </ul> <p><b>SECONDARY DUTIES</b></p> <ul style="list-style-type: none"> <li>• As may be assigned by the Supervisor.</li> </ul>
<b>Administrative Assistant II</b>	<p><b>ACCOUNTING SERVICES</b></p> <ul style="list-style-type: none"> <li>• Assist the Senior Bookkeeper/School Head in the performance of the following:</li> <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> </ul>

	<ul style="list-style-type: none"> <li>Preparation of Monthly Summary of Cash Advances Received, Liquidated, and Balances</li> <li>Other related bookkeeping and accounting tasks may be assigned by the School Head and/or Schools Division Accountant.</li> </ul> <p><b>BUDGETING SERVICES</b></p> <ul style="list-style-type: none"> <li><b>a. Budgeting System</b> <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> </li> <li><b>b. Budget Preparation</b> <ul style="list-style-type: none"> <li>Assist in identifying and gathering 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> </li> <li><b>c. Budget Execution</b> <ul style="list-style-type: none"> <li>Assist in the gathering of data needed in the preparation of cost-efficiency 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> </li> <li><b>d. Budget Accountability and Reports</b> <ul style="list-style-type: none"> <li>Gather data needed in the preparation of budget accountability reports</li> </ul> </li> </ul>
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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

**November 23, 2023**, until 5:00 p.m. Documents should be arranged, and **properly labeled/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. General Weighted Average (GWA)
- g. Photocopy of Certificate/s of Training, if applicable
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service of Service Record, whichever is/are applicable.
- i. Photocopy of latest appointment, if applicable
- j. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable
- k. 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
- l. 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 (j) is not relevant to the position to be filled.
- m. 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 **Enclosure No. 5 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

For the Schools Division Superintendent:

  
**EDENIA O. LIBRANDA**

Chief Education Supervisor  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent

Encl: Tentative Schedule of Selection Process

Checklist of Requirements and Omnibus Sworn Statement

Reference: DepEd Order No. 07, s. 2023

OSDS/PER / TGP / CBB / DM – Announcement of Vacancy  
/ 11/13/2023

Enclosure:

### **TENTATIVE SCHEDULE OF SELECTION PROCESS**

<b>Date</b>	<b>Selection Activities</b>
November 27-28, 2023	Screening and shortlisting of qualified applicants
December 5, 2023	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
December 7, 2023	Review of the results of the initial assessment (HRMPSB)
December 13, 2023	Open Ranking
December 21, 2023	Posting of Comparative Assessment Results (CAR)

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 [personnel.sdobinancity@deped.gov.ph](mailto:personnel.sdobinancity@deped.gov.ph)



Republic of the Philippines

**Department of Education**

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF BIÑAN CITY

**CHECKLIST OF REQUIREMENTS**

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> <i>(To be filled-out by the applicant; Check if submitted)</i>	<b>Verification</b> <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		<b>Status of Submission</b> <i>(Check if complied)</i>	<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. General Weighted Average (GWA)			
g. Photocopy of Certificate/s of Training, if applicable			
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i. Photocopy of latest appointment, if applicable			
j. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable			
k. 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			

I.	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 (j) is not relevant to the position to be filled			
m.	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.