



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

2 / FEB 2023

RECEIVED

27 Feb 2023

DIVISION MEMORANDUM

No. 092, s. 2023

ANNOUNCEMENT OF VACANCY

To : 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 591)	No. of Position/s	Place of Assignment
Administrative Officer II	OSEC-DECSB-ADOF2-270183-2020	11	P 27,000.00	1	DepEd Division of Biñan City - Elementary
Administrative Assistant III	OSEC-DECSB-ADAS3-270077-2018	9	P 21,211.00	1	DepEd Division of Biñan City
Administrative Assistant II	OSEC-DECSB-ADAS2-270022-2016	8	P 19,744.00	5	DepEd Division of Biñan City – Senior High School
	OSEC-DECSB-ADAS2-270292-2016				
	OSEC-DECSB-ADAS2-270293-2016				
	OSEC-DECSB-ADAS2-270298-2016				
	OSEC-DECSB-ADAS2-270577-2016				



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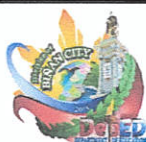
Administrative Aide VI	OSEC-DECSB-ADA6-270017-2016 OSEC-DECSB-270019-2016	6	P 17,553.00	2	DepEd Division of Biñan City
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2. The Qualification Standards (QS) of the said positions are as follows.

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	N/A	Career Service (Professional) Second Level Eligibility
Administrative Assistant III	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Knowledgeable in accounting and budget-related work and with at least 9 units of accounting	Career Service (Sub-professional) First Level Eligibility
Administrative Assistant II	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	N/A	Career Service (Sub-professional) First Level Eligibility
Administrative Aide VI	Completion of two years studies in college	None required	None required	N/A	Career Service (Sub-professional) First Level Eligibility

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

Position	Duties and Responsibilities
Administrative Officer II	<p>1. PERSONNEL ADMINISTRATION</p> <p><u>Recruitment and Selection</u></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> <ol style="list-style-type: none"> Recruitment and selection of applicants in the school assigned Promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted



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to the HRMO for preparation or issuance of appointment

- c. Prepare ERF of qualified teachers and submit to SDO for processing

Personnel Records

- a. Update regularly 201 files and maintain database of personal information of school personnel
- 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
- c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
- d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto
- 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



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- 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 secured facility.
- c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials
- d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school
- e. Prepare and submit reports on all property accountability of the school.

3. GENERAL ADMINISTRATIVE SUPPORT

- a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers
- b. Assist the school planning team in the preparation of SIP/AIP
- c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc
- d. Perform other functions as may be assigned by the immediate supervisor.

4. FINANCIAL MANAGEMENT



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	<ol style="list-style-type: none"> a. Assist the Schoolhead on the preparation of the following document such as but not limited to: <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b. For IUs, assist the Schoolhead on the preparation of required reports from COA, DBM, and other oversight agencies c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary d. Provide assistance to other financial-related task of the Schoolhead e. Perform other functions as may be assigned by the Schoolhead
<p>Administrative Assistant III</p>	<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



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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



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	<p>and the evaluation of performance of the AAOs</p> <p>BUDGETING SERVICES</p> <p>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>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>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> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports
<p>Administrative Assistant II</p>	<p>ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK)</p> <p>ACCOUNTING RECORDS</p> <ul style="list-style-type: none"> • Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference. • Maintains accounting databases by entering data into the computer and processing backups.



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- Reconciles bank statements by comparing statements with general ledger.

ACCOUNTING REPORTS

- Verifies financial reports by running performance analysis software program.
- Determines value of depreciable assets by running depreciation software program.

ADMINISTRATIVE ASSISTANT II (ACCOUNTING/BUDGET/IMPLEMENTING UNIT – SECONDARY SCHOOL)

ACCOUNTING SERVICES

- a. Assist the Senior Bookkeeper/School Head in the performance of the following:
 - 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 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 as 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 of data needed in the preparation of budget proposals and other special budgets
- Provide clerical support in the preparation of budget proposals



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	<ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports
<p style="text-align: center;">Administrative Aide VI</p>	<p>RECRUITMENT, SELECTION, AND DOCUMENTATION</p> <ul style="list-style-type: none"> • Prepare lists of vacancies for publication pursuant to CSC rules and regulations • Provide job description of vacant positions with specific qualifications required by the requesting unit • Gather and file applications received using systematic indexing and file documents submitted by applicants • Prepares appointments papers of selected applicants • Validate PRC license for appointment via PRC online and send official communication in case the said license can't be viewed online • Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC) <p>PERSONNEL ACTIONS</p> <ul style="list-style-type: none"> • Receive application for employment, leaves, queries, and documents pertaining to personnel actions (e.g. approved ERF) for the attention of AO IV for personnel. • Prepare list of teachers qualified to be reclassified based on approved ERFs • Prepare notice of promotion and appointment as instructed.



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- Prepare drafts of special orders for signature of management
- Keeps records of GSIS-ARA for future reference.
- Prepares RAI for submission to CSC upon approval of management.
- Record and files all issuances on salary schedules and other employees' benefits

SALARY ADMINISTRATION AND PERSONNEL RECORDS

- Gathers and collates payroll files from district offices to be forwarded to RPSU
- Records and files attendance of officers and employee
- Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed.
- Process, Prepares, and releases Special order of Leave and Re-statement of leave application

BENEFITS ADMINISTRATION

- Receive and record on leave card, application for monetization of leave credits
- Receive applications for leave (sick, vacation, scholarships, and training) and records for processing.
- Receive, process, and update leave credits of employees and vacation service credits of teachers
- Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees
- Validate/Verify Provident, PAG-IBIG, and other loans from private lending institutions
- Receive and process loan applications for DepEd Provident Fund Program

PERSONNEL INFORMATION SYSTEM

- Receive and accept applications for upgrading and reclassification of positions
- Keep a complete and updated information of all officials and employees and relevant records in their 201 files
- Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files
- Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnel



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	<ul style="list-style-type: none"> • Records and releases documents after personnel action • Prepare certificate of employment • Collate and file performance ratings • Tabulate and print performance rating of all employees for PBB and PIB
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4. Interested and qualified applicants are advised to submit the following documents to the **Records Unit** of the City Schools Division of Biñan City or email at **records.binacity@deped.gov.ph** on or before **March 6, 2023**.

- 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 the 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.

Edenia O. Libranda
EDENIA O. LIBRANDA

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

Encl: As stated

Reference: DepEd Order No. 66, s. 2007

OSDS/PER / TGP / CBB / DM-Announcement of Vacancy
/ 02/27/2023



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Enclosure:

TENTATIVE SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
March 7-8, 2023	Screening and shortlisting of qualified applicants
March 28, 2023	Schedule of Assessment, Interview/Written Examination, and Paper Evaluation
April 18, 2023	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 personnel.sdobinacity@deped.gov.ph



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