



DEPARTMENT OF EDUCATION
 Schools Division of Biñan City
 RECORDS SECTION
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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

28 Jul 2022

DIVISION MEMORANDUM

No. 247, 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 position 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
Administrative Officer II	OSEC-DECSB-ADOF2-270274-2016	11	P 25,439.00	2	DepEd - Division of Biñan City (Elementary & Senior High School)
	OSEC-DECSB-ADOF2-270192-2020				

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

Position	Education	Experience	Training	Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	Civil Service (Professional) Second Level Eligibility

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



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
 Telephone Nos.: 511-4143/511-8620/511-4191/511-8746
 Email Address: deped.binacity@deped.gov.ph
 Website: depedbinan.com

Position	Duties and Responsibilities
<p style="text-align: center;">Administrative Officer II</p>	<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"> a. Recruitment and selection of applicants in the school assigned 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 c. Prepare ERF of qualified teachers and submit to SDO for processing <p><u>Personnel Records</u></p> <ol style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto c. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS d. Update vacation service/leave credits of school personnel and regularly communicate to all concerned e. 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. <p><u>Compensation and Benefits</u></p> <ol style="list-style-type: none"> 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



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	<p>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</p> <p>2. PROPERTY CUSTODIANSHIP</p> <p>a. Facilitate procurement of supplies, materials, equipment, etc. of the school-based on approved SIP/AIP or as directed by the school head</p> <p>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</p> <p>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials</p> <p>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school</p> <p>e. Prepare and submit reports on all property accountability of the school.</p>
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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 **August 8, 2022**.

- a. Notarized Omnibus Certification of Authenticity and Veracity of Documents
- b. Letter of intent addressed to the Schools Division Superintendent
- c. Fully accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- 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 email



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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.


EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: None

Reference: DepEd Order No. 66, s. 2007

OSDS/PER / TGP / CBB / DM-Announcement of Vacancy
/ 07/28/2022



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