



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

RECEIVED
05 DEC 2022
12:48 pm

05 Dec 2022

DIVISION MEMORANDUM

No. 380, s. 2022

ANNOUNCEMENT OF VACANCY FOR THE SCHOOL PRINCIPAL I AND ASSISTANT SCHOOL PRINCIPAL II POSITIONS

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 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 588)	No. of Position/s	Place of Assignment
School Principal I	OSEC-DECSB-SP1-270043-2014	19	P 49,835.00	1	DepEd – Division of Biñan City (Secondary)
Assistant School Principal II (SHS)	OSEC-DECSB-ASP2-270325-2016	19	P 49,835.00	2	DepEd – Division of Biñan City (Senior High School)
	OSEC-DECSB-ASP2-270326-2016				

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

Position	Education	Experience	Training	Eligibility	Competency (if applicable)
School Principal I (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or	40 hours of relevant training (School Heads Development Program)	R.A. 1080 (LET/PBET)	N/A



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		Teacher for 5 years			
Assistant School Principal II (SHS)	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training (School Heads Development Program)	R.A. 1080 (LET/PBET)	N/A

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

Position	Duties and Responsibilities
School Principal I (Secondary)	<ul style="list-style-type: none"> • Supervises and directs all school teaching and non-teaching personnel • Manages instructional system • Sets up goals and objectives • Leads and implements educational programs • Organizes and conducts INSETs • Promotes and coordinates services for the holistic development of school personnel and pupils • Directs, coordinates, and manages school funds according to prioritized needs • Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.) • Requests and distributes instructional materials • Initiates and compiles teachers' professional documents in portfolios • Practices equitable distribution of teaching loads and observes teacher-learner ratio • Inspects regularly Daily Lesson Logs (DLL) • Monitors teachers' upkeep of student's records • Provides EPA compliant accommodation to learners amidst shortages • Prepares/consolidates reports • Rates all school personnel performance and recommends promotion • Creates committee to assess learning outcomes • Establishes linkages with stakeholders



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	<ul style="list-style-type: none"> • Ensures compliance to existing laws, policies and orders of fund-raising projects for the school • Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists • Formulates intervention programs/innovations for learners' development • Organizes special classes for learners with special needs • Meets parents regularly to confer/inform about school accomplishments • Determines the strengths, weaknesses, opportunities, and threats of the school • Designs programs with stakeholders to address school needs • Recognizes accomplishments of stakeholder's • Promotes welfare of stakeholders' • Mediates and ensures resolution of conflicts in school • Formulates school policies with stakeholders • Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP) • Promotes school discipline with stakeholders • Leads the preparation of SIP/AIP and ensures participation of stakeholders
<p style="text-align: center;">Assistant School Principal II (SHS)</p>	<ul style="list-style-type: none"> • Supports the Principal or School Head in the administrative supervision and implementation of all learner support programs of the school; • Manages the systems, processes and people involved in the delivery of support services to the staff and learners; • Coaches and monitors the non-teaching staff of the school; • Creates and implements the strategy towards the continuous improvement of the school's systems, processes, and delivery of learner support services; • Acts as a liaison between the school and its external partners, stakeholders and the LGU, together with the Principal or School Head; and • Reports to the Principal/School Head

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 **records.binacity@deped.gov.ph** on or before **December 12, 2022**.

- 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



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- d. Photocopy of Transcript of Records (TOR)
- e. Photocopy of Civil Service Eligibility/Rating/License
- 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 and not credited during the last promotion)
- 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 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. 42, s. 2007**, “Revised Guidelines on Selection, Promotion, and Designation of School Heads”, and **DepEd Order No. 19, s. 2016**, “Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS)” 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. 42, s. 2007

DepEd Order No. 19, s. 2016

OSDS/PER / TGP / CBB / DM-Announcement of Vacancy for the School Principal I and Assistant
/ 12/05/2022 School Principal II Positions



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