



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

17 Feb 2021

DIVISION MEMORANDUM

No. 057, s. 2021

ANNOUNCEMENT OF VACANCY

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Administrative Officer V
Human Resource Merit Promotion and Selection Board
All Others concerned

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

| Position | Salary Grade | Item Number | Place of Assignment |
|------------------------------|---------------------|--|---------------------------------------|
| Guidance Counselor III | 13 | OSEC-DECSB-GUIDC3-270043-2020 | Biñan Integrated National High School |
| Administrative Assistant III | 9 | OSEC-DECSB-ADAS3-270068-2018 OSEC-DECSB-ADAS3-270069-2018 OSEC-DECSB-ADAS3-270070-2018 OSEC-DECSB-ADAS3-270071-2018 OSEC-DECSB-ADAS3-270073-2018 OSEC-DECSB-ADAS3-270075-2018 OSEC-DECSB-ADAS3-270077-2018 | Division of Biñan City |
| Administrative Assistant II | 8 | OSEC-DECSB-ADAS2-270578-2016 OSEC-DECSB-ADAS2-270298-2016 OSEC-DECSB-ADAS2-270294-2016 OSEC-DECSB-ADAS2-270293-2016 | Division of Biñan City |



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| | | | |
|----------------------------|---|------------------------------|--|
| | | OSEC-DECSB-ADAS2-270278-2004 | |
| Disbursing Officer II | 8 | OSEC-DECSB-DO2-270032-2007 | Jacobo Z. Gonzales Memorial National High School |
| Administrative Assistant I | 7 | OSEC-DECSB-ADAS1-270021-2016 | Division of Biñan City |

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

| Position | Education | Experience | Training | Eligibility |
|------------------------------|--|--|---------------------------|---|
| Guidance Counselor III | Master's degree in Guidance and Counseling | None Required | None Required | R.A. 1080 (Guidance Counselor) |
| Administrative Assistant III | Completion of two (2) years in college | 1 year relevant experience (preferably with knowledge in handling compensation and benefits) | 4 hours relevant training | Career Service (Sub-Professional) First Level Eligibility |
| Administrative Assistant II | Completion of two (2) years in college | 1 year relevant experience | 4 hours relevant training | Career Service (Sub-Professional) First Level Eligibility |
| Disbursing Officer II | Completion of two (2) years in college | 1 year relevant experience | 4 hours relevant training | Career Service (Sub-Professional) First Level Eligibility |
| Administrative Assistant I | Completion of two (2) years in college | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility |

3. Interested and qualified applicants are advised to submit the following documents in the Personnel Office on or before **March 5, 2021**.

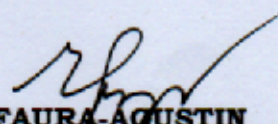
- a) Notarized Omnibus Certification of Authenticity and Veracity of Documents
- b) Letter of intent addressed to the Schools Division Superintendent
- c) Personal Data Sheet



- d) Transcript of Records
- e) PRC license/CSC Eligibility
- f) Service Records/Certificate of Employment
- g) Performance Rating (3years)
- h) Certificate of Trainings/Seminar (with supporting documents)
- i) Certificate of Outstanding Employee Awards, Innovation, Action Research Project, Publication, Authorship, Consultant/Resource Speaker (with supporting documents)

References: (Deped Order No. 66, s. 2007, Deped Order No. 42, s. 2007, and DECS Order No. 57, s. 1997)

4. Immediate and widest dissemination of this Memorandum is desired.



EDNA FAURA AGUSTIN
Schools Division Superintendent

