



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

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DIVISION MEMORANDUM

No. 33, 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
Disbursing Officer II	8	OSEC-DECSB-DO2-270029-2010	Biñan Secondary School of Applied Academics
Education Program Specialist II	16	OSEC-DECSB-EPS2-270003-2016	Division of Biñan City (Curriculum Implementation Division)

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

Position	Education	Experience	Training	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)
Education Program Specialist II	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years' experience in education, research, development, implementation, or other relevant experience	8 hours relevant training	R.A 1080, Career Service Professional (Second Level Eligibility)

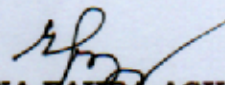


3. Interested and qualified applicants are advised to submit the following documents in the Personnel Office on or before **May 3, 2021**.

- 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

