



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

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15 Jun 2021

DIVISION MEMORANDUM

No. 216, 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 vacancy for the position 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

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

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

Position/Division	Duties and Responsibilities
<b>Disbursing Officer II/Implementing Unit (IU) Secondary School</b>	<ol style="list-style-type: none"> <li>1. Assists in collection of funds and deposits</li> <li>2. Prepares remittance and deposit slips</li> <li>3. Prepares report of collections and deposits</li> <li>4. Prepares report of disbursements</li> <li>5. Controls payroll and prepares vouchers for salaries and wages</li> </ol>



	<ol style="list-style-type: none"> <li>6. Processes checks and advice of checks issued and cancelled</li> <li>7. Prepares report of checks issued and cancelled</li> <li>8. Assists in collection of funds and deposits</li> <li>9. Prepares remittance and deposit slips</li> </ol>
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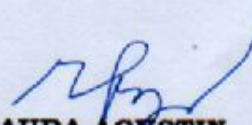
4. Interested and qualified applicants are advised to submit the following documents in the Personnel Office on or before **June 25, 2021**.

- 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. Outstanding Accomplishments (if any)
  - Outstanding Employee Awards
  - Innovations
  - Research and Development Projects
  - Publication/Authorship
  - Consultant/Resource Speaker

5. Applicants must ensure that their documents are complete and accurate. No additional documents will be accepted after the deadline.

6. 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.

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



**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

