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

24 Jun 2021

DIVISION MEMORANDUM  
No. 235, 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
Administrative Officer II	11	OSEC-DECSB-ADOF2-270209-2016	Biñan City Senior High School – Timbao Campus

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

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

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

Position	Duties and Responsibilities
<b>Administrative Officer II</b>	<p><b>1. Personnel Administration</b></p> <p><b>Recruitment and Selection</b></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>



- 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

**Personnel Records**

- 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.

**Compensation and Benefits**

- 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



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	<p>HRMO for checking and verification</p> <p>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</p> <p><b>2. Property Custodianship</b></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 in the Personnel Office on or before **July 9, 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.



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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



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**SCHEDULE OF SELECTION PROCESS FOR ADMINISTRATIVE OFFICER II**

July 19-20, 2021	Screening and shortlisting of qualified applicants
July 26, 2021	Schedule of Assessment, Interview and Paper Evaluation
July 30, 2021	Posting of Registry of Qualified Applicants (RQA)



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