



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

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DIVISION MEMORANDUM  
No. 466, s. 2021

**ANNOUNCEMENT OF VACANCY**

To : 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
Master Teacher I	18	OSEC-DECSB-MTCHR1-270296-2016 OSEC-DECSB-MTCHR1-270297-2016	Department of Education – Division of Biñan City (Senior High School)
Teacher III	13	OSEC-DECSB-TCH3-270713-2016	Department of Education – Division of Biñan City (Senior High School)
Administrative Officer II	11	OSEC-DECSB-ADOF2-270161-2021 OSEC-DECSB-ADOF2-270162-2021	Department of Education – Division of Biñan City (Pedro H. Escueta Elementary School and Tubigan Elementary School)
Security Guard I	3	OSEC-DECSB-SECG1-240006-2002	Jacobo Z. Gonzales Memorial National High School



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

Position	Education	Experience	Training	Eligibility
Master Teacher I	<p><b>TVL:</b> Bachelor's Degree; or completion of tech-voc course(s) in the area specialization/</p> <p><b>SPORTS:</b> Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 18 units for a Master's degree in fields under the Track/</p> <p><b>ARTS &amp; DESIGN:</b> Bachelor's degree majoring in field(s) under the track; or any bachelor's degree plus at least 18 units of specialization in the Strand; and 18 units for a Master's degree in fields under the Strand/</p> <p><b>ACADEMIC:</b> Master's degree in relevant strand/subject</p>	<p><b>TVL:</b> 1 year of relevant teaching or 6 months of relevant industry work experience/</p> <p><b>SPORTS:</b> 3 years relevant teaching or industry work experience/</p> <p><b>ARTS &amp; DESIGN:</b> 3 years relevant teaching or industry work experience/</p> <p><b>ACADEMIC:</b> 4 years relevant teaching or industry work experience</p>	<p><b>TVL:</b> At least NC II + TMC I/</p> <p><b>SPORTS:</b> 8 hours of training relevant to the courses in the Strand/</p> <p><b>ARTS &amp; DESIGN:</b> 8 hours of training relevant to the courses in the Track/</p> <p><b>ACADEMIC:</b> 8 hours of training relevant to the subject area specialization</p>	R.A. 1080 (LET/PBET)
Teacher III	<p><b>TVL:</b> Bachelor's degree; or completion of tech-voc course(s) in the area specialization/</p> <p><b>SPORTS:</b> Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 18 units of specialization under the Track/</p> <p><b>ARTS &amp; DESIGN:</b> Bachelor's degree majoring in field(s)</p>	<p><b>TVL:</b> 1 year of relevant teaching or 1 year of industry work experience/</p> <p><b>SPORTS:</b> 2 years relevant teaching or industry work experience/</p>	<p><b>TVL:</b> At least NC II + TMC I/</p> <p><b>SPORTS:</b> 4 hours of training relevant to the courses in the Strand/</p> <p><b>ARTS &amp; DESIGN:</b> 4 hours</p>	R.A. 1080 (LET/PBET)



	under the track; or any bachelor's degree plus at least 18 units of specialization in the relevant subject/ <b>ACADEMIC:</b> Bachelor's degree majoring in the relevant strand/subject; or any bachelor's degree with at least 12 units towards a Master's degree in relevant subject	<b>ARTS &amp; DESIGN:</b> 2 years relevant teaching or industry work experience/ <b>ACADEMIC:</b> 1 year of relevant teaching or industry work experience	training relevant to the courses in the Track/ <b>ACADEMIC:</b> 4 hours of training relevant to the subject area specialization	
Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	Civil Service Eligibility – Second Level (Professional)
Security Guard I	High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 2013)

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

Position	Duties and Responsibilities
<b>Master Teacher I</b>	<ul style="list-style-type: none"> <li>• Attends professional meetings, in-service trainings and related activities for self-growth and advancement</li> <li>• Prepares daily logs and visual aids related to the lesson</li> <li>• Conducts remedial episodes' classes for slow learners</li> <li>• Updates parents on children's progress and problems through dialogues, conferences and PTA meetings</li> <li>• Assists the guidance counselor in handling students with problems</li> <li>• Gets involved in community and civic-organization activities</li> <li>• Maintains harmonious relationships with superiors, students, local and public officials and co-teachers</li> <li>• Observes proper decorum</li> <li>• Conducts echo seminars for teachers</li> <li>• Mentors co-teachers in content and skills difficulties</li> </ul>



	<ul style="list-style-type: none"> <li>• Helps in the proper and accurate dissemination/implementation of school policies</li> <li>• Assists principals in instructional monitoring of teachers</li> <li>• Guides co-teachers in the performance of duties and responsibilities</li> <li>• Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns</li> <li>• Initiates projects and programs that will enhance the curriculum and its delivery</li> <li>• Makes the needed instructional materials available to teachers and students</li> <li>• Assists school heads in class monitoring</li> <li>• Conducts in-depth studies or action researches on instructional problems</li> <li>• Coordinates with the grade chairman in disseminating information about school problems, awards, promotion</li> <li>• Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers</li> <li>• Monitors the maintenance of discipline between and among teachers and learners</li> <li>• Assists in designing capacity development programs for teachers</li> <li>• Serves as trainer in school-based INSET</li> <li>• Evaluates teacher-made tests and interpret results</li> <li>• Checks regularly lesson plans of teachers in the assigned grade/subject area</li> <li>• Carries regular teaching load for the grade/subject area</li> <li>• Serves as a demonstration teacher</li> </ul>
<p><b>Teacher III</b></p>	<ul style="list-style-type: none"> <li>• Prepares effective daily lesson plans</li> <li>• Prepares visual aids and other devices for instruction</li> <li>• Checks/records the attendance of the students</li> <li>• Keep records of the students' performance and keep parents informed or students' progress</li> <li>• Sees to it that the students in his advisory section are provided with the necessary textbook when available</li> <li>• Prepares and submit the necessary forms and reports for his advisory section</li> <li>• Keeps the anecdotal records of his students up-to-date</li> <li>• Implements rules and regulations</li> <li>• Attends and participates in in-service education training and faculty meetinhs</li> </ul>



	<ul style="list-style-type: none"> <li>• Executes the administrations' school policies designed for the welfare of the students</li> <li>• Conducts the guidance services of his advisory section</li> <li>• Maintain the cleanliness of his classroom, school facilities and equipment</li> <li>• Implements programs of the school</li> <li>• Maintains membership in professional organizations</li> <li>• Does other related work</li> </ul>
<b>Administrative Officer II</b>	<p><b>1. Personnel Administration</b></p> <p><b><u>Recruitment and Selection</u></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> <ol style="list-style-type: none"> <li>a. Recruitment and selection of applicants in the school assigned</li> <li>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</li> <li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol> <p><b><u>Personnel Records</u></b></p> <ol style="list-style-type: none"> <li>a. Update regularly 201 files and maintain database of personal information of school personnel</li> <li>b. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>c. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>d. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>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.</li> </ol> <p><b><u>Compensation and Benefits</u></b></p> <ol style="list-style-type: none"> <li>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.)</li> </ol>

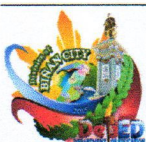


	<p>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</p> <p>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</p> <p><b>2. Property Custodianship</b></p> <p>a. 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>
<p><b>Security Guard I</b></p>	<ul style="list-style-type: none"> <li>• Safeguard of the office building and other equipment</li> <li>• Protection and safeguard of officials, employer and visitors</li> </ul>

4. Interested and qualified applicants are advised to submit the following documents in the Personnel Office on or before **November 8, 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

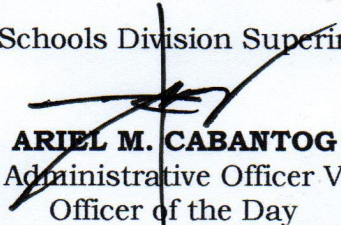
5. Applicants must ensure that their documents are complete and accurate. No additional documents will be accepted after the deadline.



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"** and **DECS Order No. 57, s. 1997 "Further Implementation of the Career Progression System for Master Teachers"** for the criteria and number of points assigned to each criterion.

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

For the Schools Division Superintendent:

  
**ARIEL M. CABANTOG**  
Administrative Officer V  
Officer of the Day

Encl: As stated

Reference: Deped Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" and DECS Order No. 57, s. 1997 "Further Implementation of the Career Progression System for Master Teachers"

OSDS/PER / DM-AANOUNCEMENT OF VACANCY  
3326 / 10/25/2021



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**SCHEDULE OF SELECTION PROCESS**

<b>Date</b>	<b>Selection Activities</b>
November 10, 2021	Screening and shortlisting of qualified applicants
November 15, 2021	Schedule of Assessment, Interview and Paper Evaluation
November 22, 2021	Posting of Registry of Qualified Applicants (RQA)

Please note that the schedules are subject to change due to availability of interviewers, special holidays and inclement weather. To confirm the schedule, please call us at telephone number (049) 511- 6446.

