



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

RECEIVED
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 J. OB. SZA

21 Dec 2021

DIVISION MEMORANDUM

No. 553, 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
Attorney III	21	OSEC-DECSB-ATY3-270034-2016	Department of Education - Division of Biñan City (OSDS)
Medical Officer III	21	OSEC-DECSB-MDOF3-270027-2017	Department of Education - Division of Biñan City (SGOD)
Administrative Aide VI	6	OSEC-DECSB-ADA6-270015-2016 OSEC-DECSB-ADA6-270020-2016	Department of Education - Division of Biñan City (OSDS)

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

Position	Education	Experience	Training	Eligibility
Attorney III	Bachelor of Laws	1 year relevant experience	4 hours relevant training	R.A. 1080 (BAR)



Medical Officer III	Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)	At least 1 year of relevant experience in the practice of Medicine	4 hours of relevant training	R.A.1080 (Physician's Licensure Exam)
Administrative Aide VI	Completion of (2) two years studies in college	None Required	None Required	Career Service (Sub-Professional) - First Level Eligibility

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

Position	Duties and Responsibilities
Attorney III	<p>Impartial, evidence-based, and speedy investigation</p> <ul style="list-style-type: none"> • Evaluation of complaint • Conduct the preliminary/fact-finding investigation • Prepare resolution, formal charge, decision, comment for cases on appeal <p>Provide effective and efficient in-house general legal services</p> <ul style="list-style-type: none"> • Provide legal opinion, interpretation and /or advice on laws, rules, and regulations, and policies concerning the Department to the SDS or to any personnel of the SDO • Assist the Formal Investigating Committee during the Formal Investigation (act as amicus curiae) • Prepare, study, and review contracts/agreements/ MOA • Evaluate requests for clearances, certifications • Lead and manage the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP) • Assist the SolGen in suits against personnel of the SDO and in suits involving school sites or represent the same in court cases when deputized by the OSG <p>Safeguarding the Department's rights and interests on school sites</p> <ul style="list-style-type: none"> • Coordinate CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH, and other partner agencies for the issuance of Special Patent or Certificate of Title of our school sites • Prepare and/or review documents pertaining to the school site (ex. Deed of Donation, Usufruct, Sale; Title, Tax Declaration



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	<ul style="list-style-type: none"> • Coordinate with appropriate authorities for issues/concerns relating to school sites • Conduct ocular inspection on school sites to validate issues and concerns. <p>Timely submission of a report on matters which are required by law</p> <ul style="list-style-type: none"> • Submit reportorial requirements to appropriate Offices on-time (Summary Report on Child Protection/Anti-Bullying Policy)
<p>Medical Officer III</p>	<p>Health Program and Services</p> <ul style="list-style-type: none"> • Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office. • Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners. • Prepares and submits periodic reports of accomplishments. <p>Nutrition Program Service</p> <ul style="list-style-type: none"> • Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office. • Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office. • Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation. <p>Partnership</p> <ul style="list-style-type: none"> • Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepED Established Standards for Health and Nutrition Programs.
<p>Administrative Aide VI (Personnel Unit & OSDS)</p>	<p>PERSONNEL UNIT:</p> <p>Recruitment, Selection and Documentation</p> <ul style="list-style-type: none"> • Prepare lists of vacancies for publication pursuant to CSC rules and regulations • Provide job description of vacant positions with specific qualifications required by the requesting unit • Gather and file applications received using systematic indexing and file documents submitted by applicants • Prepares appointments papers of selected applicants



- Validate PRC license for appointment via PRC online and send official communication in case said license can't be viewed online
- Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)

Personnel Actions

- Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel.
- Prepare list of teachers qualified to be reclassified base on approved ERFs
- Prepare notice of promotion and appointment as instructed.
- Prepare drafts of special orders for signature of management
- Keeps records of GSIS –ARA for future reference.
- Prepares RAI for submission to CSC upon approval of management.
- Record and files all issuances on salary schedules and other employee's benefits

Salary Administration and Personnel Records

- Gathers and collates payroll files from district offices to be forwarded to RPSU
- Records and files attendance of officers and employee
- Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed.
- Process, Prepares and releases Special order of Leave and Re-statement of leave application

Benefits Administration

- Receive and record on leave card, application for monetization of leave credits
- Receive application for leave (sick, vacation, scholarships and training) and records for processing.
- Receive, process and update leave credits of employees and vacation service credits of teachers
- Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees



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- Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions
- Receive and process loan applications for DepEd Provident Fund Program

Personnel Information System

- Receive and accept application for upgrading and reclassification of positions
- Keep a complete and updated information of all officials and employees and relevant records in their 201 files
- Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files
- Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnel
- Records and releases documents after personnel action
- Prepare certificate of employment
- Collate and file performance ratings
- Tabulate and print performance rating of all employees for PBB and PIB

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT:

Plots/Schedules Activities

- Schedules/calendars OSDS activities such as training and workshops, meetings/appointments of the SDS with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.

Record Management

- Receives, records and routes documents addressed to the SDS by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents
- Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files
- Documents proceedings and agreements of meetings as assigned by the SDS, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

Administrative Support

- Prepares or encodes into electronic format word documents and other presentation materials



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	<ul style="list-style-type: none"> • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of SDO • Ensure security of office equipment and availability of office supplies <p>Secretariat/Frontline</p> <ul style="list-style-type: none"> • Receives and routes incoming calls to or logs information and notifies the concerned party • Greets and entertains office visitors and responds to their needs • Logs concerns brought to the office and follow through on inquiries • Coordinates travel bookings of OSDS staff based on instructions and gives feedback on status of bookings. • Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned
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4. Interested and qualified applicants are advised to submit the following documents in the Personnel Office on or before **January 5, 2022**.

- 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 **DEPED-4A-RM-01A-17-434 “Internal Guidelines for the Implementation of Deped Order No. 66 s. 2007, Deped Order No. 42 s. 2007 and DECS Order No. 57 s. 1997”** for the criteria and number of points assigned to each criterion.

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



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EDNA FAURA-AGUSTIN
Schools Division Superintendent

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 DEPED-4A-RM-01A-17-434 "Internal Guidelines for the Implementation of Deped Order No. 66 s. 2007, Deped Order No. 42 s. 2007 and DECS Order No. 57 s. 1997"

OSDS/PER / DM-ANOUNCEMENT OF VACANCY
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Enclosure

SCHEDULE OF SELECTION PROCESS

Date	Selection Activities
January 6 , 2022	Screening and shortlisting of qualified applicants
January 10, 2022	Schedule of Assessment, Interview and Paper Evaluation
January 17, 2022	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.



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