



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 003, s. 2022

**EVALUATION OF DOCUMENTS OF APPLICANTS FOR SDO AND
SCHOOLS' VACANT POSITIONS**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All others concerned.

1. This Office announces the conduct of the evaluation of documents of all applicants for the following vacant positions:

Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
Principal I (Elementary)	1	19	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	Head Teacher for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years or Teacher for 5 years	40 hours of relevant training	R.A. 1080 (LET/PBET) NQESH Passer
Assistant School Principal II (SHS)	1	19	Bachelor's degree in Education or its equivalent with major and minor, Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours relevant training	RA 1080 (PBET/LET) NQESH Passer
Planning Officer III	1	18	Bachelor's Degree relevant to the job	2 years relevant experience	8 hours of relevant experience	Career Service Professional (2 nd Level)



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdo.muntinlupa@gmail.com





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Education Program Specialist II (Deployed for ALS)	1	16	Bachelor's Degree in Education or its Equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours relevant experience	RA 1080/ Career Service Professional (2 nd Level)
Administrative Officer IV (Personnel)	1	15	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant experience	Career Service Professional (2 nd Level)
Guidance Counselor II (SHS)	7	12	Master's Degree in Guidance and Counseling (MC 16 s.2011)	1 year of related experience	4 hours of relevant training	R.A. 1080 (Registered Guidance Counselor)
Guidance Counselor I – (JHS – MNHS Main, MSHS, PEDHS, MBHS)	4	11	Master's Degree in Guidance and Counseling (MC 16 s.2011)	1 year of related experience	4 hours of relevant training	R.A. 1080 (Registered Guidance Counselor)
Registrar I (SHS)	3	11	Bachelor's Degree including/ supplemented by 9 units in Public Administration / Management	1 year related experience on records management	4 hours of relevant training	Career Service Professional (2 nd Level)
Administrative Officer II (PNHS)	1	11	Bachelor's Degree relevant to the job	1 year related experience in administrative function: cash, records, supply and/or HR	4 hours of relevant training	Career Service Professional (2 nd Level)
Administrative Officer II (SHS)	1	11	Bachelor's Degree in Public Administration or other degrees including/ supplemented by 12 units in Public Administration / Management	2 years of experience in administrative function: cash, records, supply and/or HR (preferably with budget planning and preparation of financial reports experience)	4 hours of relevant training	Career Service Professional (2 nd Level)



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Administrative Officer I (Cashier I) MNHS	1	10	Bachelor's Degree relevant to the job	6 months of related experience in finance	4 hours of relevant training	Career Service Professional (2 nd Level)
Administrative Assistant III (Elementary/ Budget Unit)	4	9	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional (1 st Level)
Administrative Assistant II (Disbursing Officer) MNHS, PEDHS, SDO (Acctg), SHS	6	8	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional (1 st Level)
Administrative Aide VI (Clerk)	5	6	Completion of 2 years studies in college (at least 72 units)	1 year of relevant experience	4 hours of training	Career Service Sub-Professional (1 st Level)

2. Appropriate DepEd Order/Memoranda/Civil Service Commission policies, and other related official issuances in line with the aforementioned policies, shall be used for the evaluation of documents.

3. Interested qualified applicants must **directly submit** their requirements (arranged according to the list below) to Ms. Ma. Gisella F. Villamayor, Officer-in-Charge, Office of the HRMO in the Personnel Unit, on or before January 25, 2022. No documents will be accepted after the prescribed period of submission.

- Letter of Application addressed to the Schools Division Superintendent
- Duly-accomplished updated Personal Data Sheet (CS Form 212)
- Transcript of Records - (Certified true copy of Baccalaureate and Graduate studies)
- Updated Service Record (or Certificate of Employment from Private Sector)
- Performance Ratings (for the last three rating periods)
- Certificates/ Proof of Outstanding Accomplishments (Outstanding Employee Award, Innovation, Research, Publication and Speakership)
- Certificate of Related Specialized Trainings/Scholarship Programs/Short Courses/ Study Grants relevant to the position applied for;
- Certificates from seminars/trainings related/relevant to the position applied for, with at least three (3) days duration. Certificates considered during the last promotion, should no longer be submitted;
- Authenticated PRC ID or License & Authenticated LET Rating/Board Certificate;
- Authenticated CSC Eligibility (Professional/Sub-professional)

Bring the original documents for validation of the photocopy.



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4. Relative to this, as an improvement of the process, upon the submission of the documents to Ms. Villamayor, an immediate evaluation of the four (4) Entry Requirements will be done.

Be it noted that failure to satisfy at least one entry requirement as stated above, automatically disqualifies the applicant for the position being applied for. To conform, the applicant will sign the Preliminary Screening Slip indicating the Entry Requirements satisfied or unsatisfied. Thus, the applicant, upon submission of the documents, will be notified if s/he qualifies for the position. Please refer to the attached slips.

The applicant can still submit the lacking documents and re-lodge his/her application until the deadline of submission. It is advised that applicants submit their documents before the due date.

5. Only those applicants who obtained a total score of fifty (50) points shall be included in the short list.

6. The selection/promotion shall be based on the applicant's required qualifications and competence to perform the duties and responsibilities of the position following the equal employment opportunity for all.

7. Applicants will be notified through text message/call/messenger for the schedule of interview/written examination, apart from the official memo.

8. Submission of fraudulent documents to the Personnel Selection Board (PSB) will automatically disqualify an applicant.

9. To complete the selection process, the HRMO shall conduct background investigation of the applicant.

10. Immediate and wide dissemination of, and compliance to this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

References: DepEd Order No. 66, s.2007
DepEd Order No. 39, s.2007
DM-OUFDA-2019-0005
MC No. 10, s.2005

To be indicated in the Perpetual of Index
under the following subjects:
EVALUATION RECRUITMENT
SELECTION HIRING

HR-GFV/ MEMO/ 003/ Jan 6, 2021



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