



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 15 2022

MEMORANDUM

No. 052, s. 2022

**EVALUATION OF DOCUMENTS OF APPLICANTS FOR 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	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
Head Teacher V (MNHS)	18	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 4 years or MT for 3 years	24 hours of relevant training	PBET/LET/Teacher's Exam. (R.A. 1080)
Head Teacher III (MNHS/ PEDHS)	16	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years or Teacher for 5 years	24 hours of relevant training	PBET/LET/Teacher's Exam. (R.A. 1080)
Head Teacher I (LIS)	14	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	TIC or Subject Coordinator for 1 year or Teacher for 3 years	24 hours of relevant training	PBET/LET/Teacher's Exam. (R.A. 1080)

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.





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3. Interested qualified applicants must **directly submit** their requirements (arranged according to the list below) to Ms. Ma. Gisella F. Villamayor, Administrative Officer II/ OIC - HRMO, on or before April 5, 2022. No documents will be accepted after the prescribed period of submission.

- a. Letter of Application addressed to the Schools Division Superintendent
- b. Notarized updated Personal Data Sheet (CS Form 212)
- c. Transcript of Records - (Certified true copy of Baccalaureate and Graduate studies)
- d. Updated Service Record (or Certificate of Employment from Private Sector)
- e. Performance Ratings (for the last three rating periods)
- f. Certificates/ Proof of Outstanding Accomplishments
- g. Certificate of Related Specialized Trainings/Scholarship Programs/Short Courses/ Study Grants relevant to the position applied for;
- h. 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;
- i. Authenticated PRC ID or License & Authenticated LET Rating/ Board Certificate;
- j. Authenticated CSC Eligibility (Professional/Sub-professional)

Bring the original documents for validation of the photocopy.

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. There shall be no discrimination in the selection/promotion process on the account of gender, civil status, disability, religion, ethnicity or political affiliation.

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



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8. Submission of fraudulent documents to the Board will automatically disqualify an applicant, and will be dealt with administratively, including all responsible certifying personnel.
9. As part of the selection process, the Board shall conduct background investigation of the applicant. It is understood that upon submission of the intention to apply, the applicant is authorizing the Board to verify and validate the content of the submitted documents.
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. 39, s.2007
DepEd Order No. 66, s.2007

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

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