



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. 053, s. 2022

**RECRUITMENT, EVALUATION AND SELECTION OF TEACHER - APPLICANTS FOR
SCHOOL YEAR 2022-2023**

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

1. This Office announces the opening for the application for Teacher I position for SY 2022-2023, pursuant to the **Hiring Guidelines for Teacher I positions** stipulated in DepEd Order No. 7, s. 2015 and DepEd Order No. 22, s. 2015 for Kinder to Junior High School Teachers, and DepEd Order Nos. 3 and 32, s. 2016, and DepEd Order No. 51, s. 2017 for Senior High School Teachers.
2. Please refer to the following enclosures for your reference:
 - a. List of Requirements
 - b. Composition of Selection Committees
 - c. Schedule of Recruitment Activities
 - d. Forms (CSC Form 212 or PDS revised 2017, Omnibus Certification of Authenticity. PDS can also be downloaded from csc.gov.ph)
3. As provided in Sec. 26 (b) Paragraph 2 of RA 9293, teachers who did not practice their profession for the past five (5) years are required to take at least twelve (12) units of education courses, consisting of six (6) units of pedagogy and six (6) content courses.
4. Public school teachers requesting transfer to another assignment are not considered new applicants and should not therefore be subjected to these hiring guidelines. However, they need to comply with the guidelines in transferring from one station to another.
5. The School Screening Committee shall receive, verify, certify as to completeness, veracity, accuracy and authenticity of all documents. Likewise, issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application. The Committee shall immediately notify the applicant of lacking documents to facilitate the complete and proper submission of documents. HR Unit will provide the Google Sheet for the profiling of data of the teacher-applicants.



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
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6. It is understood that the Chairmen and Members of School and Division Committees shall strictly follow the Guidelines stipulated in DepEd Order No. 7, s. 2015, DepEd Order No. 22, s. 2015, DepEd Order Nos. 3, and 32, s. 2016, and DepEd Order No. 51, s. 2017 particularly on the qualification standards and appreciation of documents / scoring system.
7. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted. Any violation will automatically disqualify the applicant from the selection process.
8. Interested applicants must submit their requirements to their preferred school, on or before April 5, 2022. **No documents will be accepted after the prescribed period of submission.** As such, failure to submit on due date means a waiver of one's rights to be included in the ranking.
9. Immediate and wide dissemination of this Memorandum is earnestly desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

References: DepEd Order No. 7, s. 2015
DepEd Order No. 22, s. 2015
DepEd Order Nos. 3, s. 2016
DepEd Order Nos. 32, s. 2016
DepEd Order No. 51, s. 2017

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

HR-GFV/ MEMO/ 053/ March 15, 2022



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A. LIST OF REQUIREMENTS

All interested qualified applicants shall submit to the school head of elementary or secondary school nearest to residence the following documents, neatly fastened in a folder:

- a. Letter of intent which shall indicate the following information: statement of purpose / expression of interest; for SHS Teacher Applicants: subject group he / she intends to teach, preferred school, if any;
- b. Notarized CSC Form 212 (Personal Data Sheet, Rev. 2017) with latest passport size Id picture;
- c. Certified Photocopy of authenticated PRC professional identification card or a PRC certification, showing the teacher's name, LET Rating and other information recorded in the PRC Office;
- d. Certified Photocopy of authenticated Report of Rating obtained in the Licensure Examination for Teachers / Professional Board of Examination for Teachers (PBET);
- e. Certified copy (by school registrar) of Transcript of Records with computed General Weighted Average (GWA),
- f. Copies of Service Record (Certificate of Employment for teachers from Private Schools);
- g. Performance Rating and School Clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
- h. Certificates of specialized training, if any;
- i. Notarized Omnibus Certification of Authenticity and Veracity of Documents

Additional Requirements for Senior High School (SHS) Teacher Applicants

- j. Certified photocopy of Diploma on Bachelor's Degree;
- k. TESDA National Certification of at least the same level higher than the course/subject to be taught or same level if there is no NC level higher. Exemptions are given to the applicants of course with no NCs (for TVL teacher applicants)
- l. Certified photocopy of Trainers Methodology Certificate (for TVL teacher applicants).
- m. Certified photocopy of Certification of Proficiency / Recognition from recognized and respectable relevant associations / organizations / guides (for Arts & Designs and Sports Tracks Teacher Applicants)

B. SCHOOL SCREENING COMMITTEE (SSC)**a. Elementary**

Chairperson: School Head

Members: 4 Master Teachers

b. Junior High School

Chairperson: School Head

Members: Department Head concerned and 3 Teachers from the different learning areas

c. Senior High School

Chairperson: School Head

Members: Head Teacher for Track; 3 Teachers from the different learning areas; and President or authorized representative of the SGC or PTA

For School with do not have enough Master Teachers, the School Head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

C. DIVISION SELECTION COMMITTEE (DSC)Chairperson: **DR. NERISSA ROXAS-LOMEDA**

Members: Education Program Supervisors

PESPA President (for Elementary)

NASSPHIL President (for JHS and SHS)

Division Level President of the PTA

Authorized Representative of an accredited or recognized teachers' association, organization or union

D. SCHEDULE OF RECRUITMENT ACTIVITIES

ACTIVITY	DATE
Filing of application and preliminary evaluation of the SSC for new applicants	March 15 – April 5, 2022
Submission of SSC preliminary evaluation of documents of teacher-applicants (hard copy) to the DSC	April 8, 2022
Demonstration teaching and interview	April 11 – 22, 2022
English Proficiency Examination	To be announced
Review and consolidation of results of evaluation for the Registry of Qualified Applicants (RQA) by the DSC	April 25 – May 6, 2022
Posting of RQA	May 9, 2022 - onwards
Preparation of appointments	June 13, 2022 - onwards

Omnibus Certification of Authenticity and Veracity of Documents

I, _____, Filipino, of legal age, with permanent address at _____, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ at _____,

Position *School*

Address of School

;
2. I have submitted the following documents:
 - 2.1 Letter of Intent which shall indicate the following information: statement of purpose / expression of interest; for SHS Teacher- Applicants: subject group s/he intends to teach, preferred school, if any;
 - 2.2 Notarized CSC Form 212 (Personal Data Sheet, Revised 2017) with latest passport ID picture;
 - 2.3 Certified True Copy of the authenticated PRC Identification Card or a PRC certification, showing the teacher's name, LET Rating and other information recorded in the PRC Office;
 - 2.4 Certified True Copy of the authenticated Report of Rating obtained in the Licensure Examination for Teachers (LET) / Professional Board Examination for Teachers (PBET);
 - 2.5 Certified True Copy of the Transcript of Records (by the school registrar) with computed General Weighted Average (GWA)
 - 2.6 Official Service Record (Certificate of Employment for teachers from private schools);
 - 2.7 Performance Rating, and School Clearance for those with teaching experience; if unavailable, the applicant must submit a justification citing the reason/s for their unavailability;
 - 2.8 Certificates on specialized training/s, if any;
 - 2.9 Copy of the Voter's ID or other official proof of residency deemed acceptable to the School Screening Committee;
 - 2.10 NBI clearance
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.
4. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Division of Muntinlupa through the School Principal, to verify the authenticity of the abovementioned documents.

Signature over printed name

Date

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

CS ID No.

(Do not fill up. For CSC use only)

2. SURNAME			
FIRST NAME		NAME EXTENSION (JR., SR.)	
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	☐ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details	
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)			House/Block/Lot No. Street
8. WEIGHT (kg)			Subdivision/Village Barangay
9. BLOOD TYPE			City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.		18. PERMANENT ADDRESS	
12. PHILHEALTH NO.			House/Block/Lot No. Street
13. SES NO.			Subdivision/Village Barangay
14. TIN NO.			City/Municipality Province
15. AGENCY EMPLOYEE NO.		19. TELEPHONE NO.	
		20. MOBILE NO.	
		21. E-MAIL ADDRESS (if any)	

22. SPOUSE'S SURNAME		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR.)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME			
FIRST NAME	NAME EXTENSION (JR., SR.)		
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME			
FIRST NAME			
MIDDLE NAME			

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY		PRIMARY EDUCATION			GRADUATED		
SECONDARY		HIGH SCHOOL			GRADUATED		
VOCATIONAL / TRADE COURSE							
COLLEGE					GRADUATED		
GRADUATE STUDIES							

SIGNATURE		DATE	
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[illegible]

CONFIDENTIAL

[illegible]

SIGNATURE		DATE	
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[illegible]

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

[illegible]

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[illegible]

SIGNATURE		DATE	
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☐ NO

☐ YES☐ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☐ NO

☐ YES☐ NO

If YES, give details:

Date Filed:

Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☐ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES☐ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES☐ NO

☐ YES☐ NO

If YES, give details:

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☐ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES☐ NO

☐ YES☐ NO

☐ YES☐ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished

ID picture taken within the last 6 months
3.5 cm. X 4.5 cm
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

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