



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 19 2022

MEMORANDUM

No. 081, s. 2022

**EVALUATION OF DOCUMENTS OF APPLICANTS FOR PLANNING OFFICER III**

**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 Planning Officer III.

| Position Title       | Available Item/s | Salary Grade | (Education) Entry Requirement         | (Experience) Entry Requirement | (Training) Entry Requirement | (Eligibility) Entry Requirement                                                         |
|----------------------|------------------|--------------|---------------------------------------|--------------------------------|------------------------------|-----------------------------------------------------------------------------------------|
| Planning Officer III | 1                | 18           | Bachelor's Degree relevant to the job | 2 years relevant experience    | 8 hours of relevant training | Career Service Professional (2nd Level)/ Appropriate eligibility for 2nd Level Position |

2. 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 April 22, 2022. No documents will be accepted after the prescribed period of submission.

- Letter of Application addressed to the Schools Division Superintendent
- Duly-accomplished Notarized 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 with Job Description
- 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;



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- 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.

- 3. 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.

- 4. Only those applicants who obtained a total score of fifty (50) points shall be included in the short list.
- 5. Applicants will be notified through text message/call/messenger for the schedule of interview/written examination, apart from the official memo.
- 6. Submission of fraudulent documents to the Personnel Selection Board (PSB) will automatically disqualify an applicant.
- 7. To complete the selection process, the HRMO shall conduct background investigation of the applicant.
- 8. Immediate and wide dissemination of, and compliance to this Memorandum is desired.

**CARLEEN S. SEDILLA CESO V**  
Schools Division Superintendent

References: DepEd Order No. 66, s.2007

To be indicated in the Perpetual of Index  
under the following subjects:

|            |             |
|------------|-------------|
| EVALUATION | RECRUITMENT |
| SELECTION  | HIRING      |

HR-GFV/ MEMO/ 081/ April 18, 2022



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