



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MEMORANDUM
No. 154, s. 2022

JUL 20 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
Public School District Supervisor	2	22	Master's Degree in Education or other relevant Masters' Degree	5 years cumulative experience in Instructional Supervision & School Management	16 hours of relevant training	PBET/LET/ Teacher's Exam. (R.A. 1080)
Information Technology Officer I	1	19	Bachelor's Degree relevant to the job	2 years relevant experience	8 hours of relevant training	RA 1080/ Career Service Professional (2nd Level)
Education Program Specialist II (Deployed for ALS/ Monitoring and Evaluation)	2	16	Bachelor's Degree in Education or its Equivalent	2 years experience in education, research development, implementation or other relevant experience	4 hours of relevant training	RA 1080/ Career Service Professional (2nd Level)
Administrative Officer IV (HRMO)	1	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080/ Career Service Professional (2nd 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)





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Registrar I (SHS)	3	11	Bachelor's Degree	None required	None required	Career Service Professional (2 nd Level)
Administrative Officer II - (SHS - MNHS/ PNHS/ POBES)	3	11	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional (2 nd Level)
Administrative Officer I (Cashier I) MNHS	1	10	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional (2 nd Level)
Administrative Assistant III (Budget Unit/Elementary/ LIS)	4	9	Completion of 2 years studies in college (at least 72 units)	1 year relevant experience	4 hours of relevant training	Career Service Sub-Professional (1 st Level)
Administrative Assistant II (Disbursing Officer) MNHS, PEDHS, SDO (Acctg), SHS	8	8	Completion of 2 years studies in college (at least 72 units)	1 year relevant experience	4 hours of relevant training	Career Service Sub-Professional (1 st Level)
Administrative Aide VI (Clerk)	8	6	Completion of 2 years studies in college (at least 72 units)	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (1 st Level)
Administrative Aide IV (Clerk - MNHS)	1	4	Completion of 2 years studies in college (at least 72 units)	None required	None required	Career Service Sub-Professional (1 st Level)

2. Interested qualified applicants must **directly submit** their requirements (arranged according to the list below) to Ms. Noemi A. Valdez, Administrative Officer V, on or before August 2, 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;
- 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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3. Relative to this, as an improvement of the process, upon the submission of the documents to Ms. Valdez, 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
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/ 154/ July 19, 2022

