



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MEMORANDUM

No. 196, s. 2022

SEP 05 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 other concerns

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 Master's Degree	5 years of cumulative experience in Instructional Supervision & School Management	16 hours of relevant training	PBET/LET/ Teacher's Exam. (R.A. 1080)
Guidance Counselor II (SHS – CSHS, MSHS, MBHS, PEDHS, TNHS, LIS, MBHS-ANNEX)	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 – TNHS, MSHS)	2	11	Bachelor's Degree	None required	None required	Career Service Professional (2 nd Level)
Administrative Officer II – (POBES)	1	11	Bachelor's Degree relevant to the job	1 year of experience related to the functions in Human Resource Management. Records and Custodian	4 hours of relevant training	Career Service Professional (2 nd Level)



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Administrative Assistant III (Budget Unit/Elementary/LIS)	4	9	Completion of 2 years of 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 Assistant II (Disbursing Officer) MNHS, PEDHS, SDO (Acctg), SHS	8	8	Completion of 2 years of 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 VI (Clerk)	8	6	Completion of 2 years of 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 of 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 **September 12, 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 (Signed IPCRF for the last three rating periods)
- Certificates/ Proof of Outstanding Accomplishments (Outstanding Employee Award, Innovation, Research, Publication, and Speakership)
- Certificate of Related Specialized Training/Scholarship Programs/Short Courses/ Study Grants relevant to the position applied for;
- Certificates from seminars/training 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)



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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. 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, upon submission of the documents, the applicant will be notified if she/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. Applicants will be notified through text message/call/messenger for the interview/written examination schedule.
5. Submission of fraudulent documents to the Personnel Selection Board (PSB) will automatically disqualify an applicant.
6. To complete the selection process, the HRMO shall conduct a background investigation of the applicant.
7. 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-SB/ MEMO/ 196/ August 31, 2022

