



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 21 2022

MEMORANDUM

No. 213, 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
Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All others concerned

1. This Office announces the opening for the application for teaching positions for SY 2022-2023, pursuant to the Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective SY 2016-2017, and Hiring Guidelines for Teacher I Positions Effective SY 2015-2016 stipulated in DepEd Order No. 3 and 32, s. 2016, DepEd Order No. 51, s. 2017, and DepEd Order No. 7, s. 2016.

	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
1	TEACHER I (SHS - STEM)	1	11	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's Degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part - time only): None required
2	TEACHER II (SHS - TVL)	4	12	Bachelor's Degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	Regular applicants for permanent position: RA 1080 (Teacher); If not, they must pass the LET within (5) years of hiring Regular Applicants for a contractual position: None Required Practitioners (part - time only): None required



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	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
3	TEACHER II (SHS - ENGLISH, FILIPINO, SOCIAL STUDIES)	17	12	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's Degree plus at least 6 units towards a Master's degree in relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part - time only): None required
4	TEACHER II (SHS - STEM)	12	12	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's Degree plus at least 6 units towards a Master's degree in relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part - time only): None required
5	TEACHER II (SHS - SPORTS)	5	12	Bachelor's Degree with a major in field(s) under the Track; or any Bachelor's Degree plus 15 units of specialization in fields under the Track	4 hours of training relevant to the courses in the Strand	1 year relevant teaching /industry work experience	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part - time only): None required
6	TEACHER I (Junior High School)	7	11	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)
7	TEACHER I (ELEMENTARY)	24	11	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)



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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. Public school teachers requesting a 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.
4. The School Screening Committee shall receive, verify, and certify as to the completeness, veracity, accuracy, and authenticity of all documents. Likewise, issues a certification to each applicant that it has received the application. The Committee shall immediately notify the applicant of the lacking documents. HR unit will provide the Google Sheet for the profiling of data of the teacher-applicant.
5. It is understood that the Chairmen and Members of School and Division Committees shall strictly follow the Guidelines stipulated in DepEd Order No. 3 and 32, s. 2016, DepEd Order No. 51, s. 2017, and DepEd Order No. 7, s. 2016 particularly on the qualification standards and appreciation of documents/scoring system.
6. 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.
7. Interested applicants must submit their requirements to their preferred school, on or before **September 26, 2022 – 12:00 PM. 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 right to be included in the ranking.
8. Immediate and wide dissemination of the Memorandum is earnestly desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

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

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

EVALUATION
SELECTION

RECRUITMENT
HIRING

HR-SB/ MEMO/ 213/ September 21, 2022



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A. LIST OF REQUIREMENTS

All interested qualified applicants shall submit to the school head of the elementary or secondary school nearest to the 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 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.
- j. (if available) Certificate of English Proficiency Examination (validity of 2 years since the exam was taken).

Additional Requirements for Senior High School (SHS) Teacher Applicant

- k. Certified photocopy of Diploma on Bachelor's Degree;
- l. 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 NC's (for TVL teacher applicants)
- m. Certified photocopy of Trainers Methodology Certificates (for TVL teacher applicants).
- n. Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant association/organizations/guides (for Arts and Designs and Sports Tracks Teacher Applicants)





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B. SCHOOL SCREENING COMMITTEE (SSC)

Chairperson: School Head

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

For schools that do not have enough Master Teachers, the School Head shall designate the members of the committee from among the faculty based on qualifications and demonstrated creditable competence.

C. DIVISION SELECTION COMMITTEE (DSC)

Chairperson: DR. NERISSA ROXAS-LOMEDA

Members: Education Program Supervisors

Muntinlupa Public School Association President

President, MunFPEST

Division Level President of the PTA

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

D. SCHEDULE OF RECRUITMENT ACTIVITIES

ACTIVITY	DATE
Filling of application and preliminary evaluation of the SSC for new applicant	September 22-26, 2022
Submission of SSC preliminary evaluation of documents of teacher applicant (Hard copy) to the DSC	September 26, 2022 before 3PM
English Proficiency Examination	September 29, 2022
Demonstration teaching and interview	September 30, 2022 and October 3, 2022
Review and consolidation of results of the evaluation for the Assessment Report of Qualified Applicants by the DSC	October 4-5, 2022
Posting of Assessment Report of Qualified Applicants	October 6, 2022
Preparation of Appointments	October 7, 2022



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