



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 07 2023

MEMORANDUM

No. 059, s. 2023

**RECRUITMENT, EVALUATION, AND SELECTION OF TEACHER I
APPLICANTS FOR THE 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 Teacher I positions stipulated in DepEd Order No. 7, s. 2015 and DepEd Order No. 22, s. 2015 for Elementary to Junior High School.

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
ELEMENTARY	TEACHER I	15	11	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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LEVEL / SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
MUNTINLUPA SCIENCE HS	TEACHER I (JUNIOR HS)	2	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)
MUNTINLUPA BUSINESS HS		2					
LAKEVIEW INTEGRATED SCHOOL		1					
TUNASAN NATIONAL HS		2					
PEDRO E. DIAZ HS		3					
MUNTINLUPA NATIONAL HS		5					

- Please refer to the following enclosures for your reference:
 - List of requirements
 - Composition of Selection Committees
 - Schedule of Recruitment Activities
 - Forms (CSC Form 212 or PDS revised 2017, Omnibus Certification of Authenticity. PDS can also be downloaded from csc.gov.ph)
- Public school teachers requesting for 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.
- The School Screening Committee shall receive, verify, and certify as to the completeness, veracity, accuracy, and authenticity of all documents. Likewise, it 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.
- 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 and DepEd Order No. 22, s. 2015 particularly on the qualification standards and appreciation of documents/scoring system.





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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 **March 28, 2023 - 12:00 NN**. The Administrative Officer II/HR Representative will endorse all applications to the Division Office on **March 29, 2023 - 12:00 NN. No documents will be accepted after the prescribed period of submission.** As such, failure to submit it on the 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. 7, s. 2015
DepEd Order No. 22, s. 2015

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

EVALUATION
SELECTION

RECRUITMENT
HIRING

HR-SB/ MEMO/ 059/ March 03, 2023

NUM-2023-059



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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 the 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).

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.





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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

D. SCHEDULE OF RECRUITMENT ACTIVITIES

ACTIVITY	DATE
Filling of application and preliminary evaluation of the SSC for new applicant	March 20- 28, 2023
Submission of SSC preliminary evaluation of documents of teacher applicant (Hard copy) to the DSC	March 29, 2023 - 9:00 AM
English Proficiency Examination	(TO BE ANNOUNCED)
Demonstration teaching and interview	April 13, 2023, and April 14, 2023
Review and consolidation of results of the evaluation for the Assessment Report of Qualified Applicants by the DSC	April 17, 2023
Posting of Assessment Report of Qualified Applicants	April 20, 2023
Preparation of Appointments	May 2, 2023



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