



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 24 2023

MEMORANDUM

No. 122, s. 2023

ADDENDUM TO DM NO. 119, S. 2023
"RECRUITMENT, EVALUATION, AND SELECTION FOR TEACHER
POSITIONS FOR SCHOOL YEAR 2023-2024"

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Relative to the **Division Memorandum No. 119, s. 2023** entitled "**RECRUITMENT, EVALUATION, AND SELECTION FOR TEACHER POSITIONS FOR SCHOOL YEAR 2023-2024**", all interested applicants shall submit the required documents along with the list of requirements to the abovementioned memorandum.

a. Letter of intent addressed to **Schools Division Superintendent – Dr. Evangeline P. Ladines, CESO V** thru **Administrative Officer IV – Angela M. Francisco**.

2. Qualified applicants for **Teacher I (Kindergarten to Grade 12) positions** shall be assessed based on the criteria set forth in DepEd Order No. 007, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education". Qualified applicants for **Teacher II and III Senior High School Teaching Positions** shall be assessed based on the criteria set forth in Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective SY 2016-2017, stipulated in DepEd Order No. 3 and 32, s. 2016, and DepEd Order No. 51, s. 2017.

3. Immediate and wide dissemination of the Memorandum is earnestly desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encls: As stated

References:

DepEd Order No. 3 and 32, s. 2016, and DepEd Order No. 51, s. 2017.

DepEd Order No. 27, s. 2015 - Qualification Standards for Senior High School (SHS) Teaching Positions in the Department of Education

CSC Resolution M. 1500358 - Qualification Standards re: Teaching Position for Senior High School, Department of Education

CSC Resolution No 1701192 - Qualification Standards re: Amended QS of Senior High School Teaching Position, Technical-Vocational Livelihood (TVL) Track

Department of Education 1995 DepEd (Formerly DECS) Qualification Standards Manual for Unique Positions.

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

EVALUATION RECRUITMENT SELECTION HIRING

HR-SB/ MEMO/ 122 May 23, 2023

NUM-2023-122



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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MAY 23 2023

MEMORANDUM
No. 119, s. 2023

**RECRUITMENT, EVALUATION, AND SELECTION FOR TEACHER
POSITIONS FOR SCHOOL YEAR 2023-2024**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. The Schools Division of Muntinlupa through the Human Resource Merit and Promotion Selection Board and Division Screening Committee announces the schedule of the different activities relative to the Recruitment, Evaluation, and Selection for Teacher I Positions for SY 2023-2024 in reference to DepEd Order No. 007, s. 2023.

2. All School Screening Committees are encouraged to inform all interested and qualified teacher applicants **for Kindergarten, Elementary, Junior High School, and Senior High School.**

3. It is the policy of the Department of Education to strictly adhere to the principles of merit, competence, fitness, equal opportunity, transparency, and accountability. Consistent with this policy, SDO-Muntinlupa City applies a non-discrimination principle that allows anyone to apply for a position, irrespective of age, sexual orientation, gender identity, civil status, disability, region, ethnicity, or political beliefs. During the recruitment, screening, selection, and appointment process, utilization of auxiliary aid services is highly encouraged.

4. **ALL applications should be submitted to the schools within the division. Likewise, applicants are advised to submit one (1) application only. As there will only be one Comparative Assessment Result - Registry of Qualified Applicants.**

5. Elementary Schools shall only accept teacher-applicants with areas of specialization in pre-school and elementary. Applications for secondary-level specialization must be submitted to either Integrated or Secondary schools. As per guidelines, teacher-applicants should only apply in their respective fields or area of specialization.



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

6. All interested applicants shall submit the following documentary documents to the school committees not later than **June 5, 2023 – 12:00 NN**, to be fastened in a long folder with earmarks, arranged as listed below:

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOV's) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuances of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (I) is not relevant to the position to be filled, if applicable.

7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification. No additional documents shall be accepted beyond the deadline.

8. The Administrative Officer II/HR in-charge must fill up the form at <https://tinyurl.com/Teacher-I-App-SY2023-2024> following the hard copy of the pertinent documents to the Schools Division-Personnel not **later than June 6, 2023 – 12 NN**. **NO name of the applicant in the form at the given link will not be accepted.**



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

9. 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 for transferring from one station to another.

10. The School Screening Committee shall receive, verify, and certify all documents' completeness, veracity, accuracy, and authenticity. Likewise, it issues certification to each applicant that it has received the application. The Committee shall immediately notify the applicant of the lacking documents.

11. Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 007, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, " to wit:

CRITERIA	MAXIMUM POINTS POSSIBLE
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demo Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
TOTAL:	100

12. As provided in Sec 26 (b) Paragraph 2 of RA 9293 entitled "An Act Amending Certain Sections of the Republic Act Numbered Seventy-eight Hundred and Thirty-six (RA 7836), otherwise known as the Philippine Teachers Professionalization Act of 1994," teachers who have not practiced their profession for the past live (5) years shall be required to take at least twelve (12) units in education courses, consisting of at least six (6) units of content courses.

13. Following pertinent rules and regulations and guided by the CAR-RQA, in the exercise of sound discretion, the undersigned as Appointing Authority, shall select, insofar as practicable, the candidate deemed most qualified for appointment.

14. The CAR-RQA shall be valid for one (1) school year reckoning from issuance. However, the Schools Division Office may call for another recruitment if the CAR-RQA is already exhausted.



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

15. Immediate and wide dissemination of the Memorandum is earnestly desired.


EVANGELINE P. LADINES CESOY
Schools Division Superintendent

Encls:

Enclosure No. 1 - CSC Minimum Qualification Standards

Enclosure No. 2 - Composition of Selection Committees

Enclosure No. 3 - Schedule of Recruitment Activities

Enclosure No. 4 - Checklist of Requirements with Omnibus Certification and Waiver *(to be accomplished by the applicants)*

Enclosure No. 5 - Personal Data Sheet (CSC Form 212 Revised 2017) *(to be accomplished by the applicants)*

Enclosure No. 6 - Work Experience Sheet *(to be accomplished by the applicants)*

References:

DepEd Order No. 07, s. 2023 - Guidelines on Recruitment, Selection, and Appointment in the Department of Education

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

EVALUATION
SELECTION

RECRUITMENT
HIRING

HR-SB/ MEMO/119/ May 15, 2023



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

Enclosure No. 1

QUALIFICATION STANDARDS

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)

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
TUNASAN NATIONAL HS	TEACHER I (JUNIOR HS)	3	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 NATIONAL HS	TEACHER I (JUNIOR HS)	1					
PEDRO E. DIAZ HS	TEACHER I (JUNIOR HS)	2					



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	TEACHER I (HUMSS) ENGLISH	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 five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required
	Teacher II - TVL	12	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	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	Teacher II - STEM	10	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards 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 five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required
	Teacher II - SPORTS	7	12	Bachelor's degree with a major field(s) under the Track; or any Bachelor's Degree plus 15 units of specialization in fields under the Track	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Strand	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	Teacher II - ABM	10	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards 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 five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required
	Teacher II - HUMSS	15	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards 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 five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	Teacher III - GAS	1	13	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required
	Teacher III - STEM	3	13	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	Teacher III - TVL	1	13	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible*, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required



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

Enclosure No. 2

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
DIVISION COMMITTEE (HRMPSB)**

Chairperson: DR. NERISSA ROXAS-LOMEDA

Members: Ms. Ma. Regale A. Olarte

Ms. Noemi A. Valdez

Ms. Angela M. Francisco

Atty. Erness Faith J. Regacho

Mr. Edizer S. Laqueo

Mr. Owen Earl D. Baustista

Ms. Shiela Rose H. Bachoco

Mr. John Lord G. Vivo

Sub Committee: Public Elementary and Secondary School Heads/OICs
Administrative Officer II/ HR in-charge



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure No. 3

SCHEDULE OF RECRUITMENT ACTIVITIES

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
May 29 - June 5, 2023	Call for submission of Application documents Filling of Application and preliminary evaluation of the SSC for new applicant Verification of the completeness, veracity, accuracy, and authenticity of documents	School Screening Committee/Applicant
June 5-6, 2023 (Link will be close at June 6, 2023 - 9:00 AM)	Submission of list names of applicants through Google link provided by the Personnel	Administrative Officer II/HR in-charge
June 6, 2023 - 12:00 NN	Submission of SSC preliminary evaluation of documents of teacher applicant (Hard copy) to the HRMPSB	
June 7-8, 2023	Deliberation of HRMPSB for the initial evaluation and pre-assessment of papers.	Division Selection Committee
June 9-13, 2023	SDO HRMO and Personnel Unit checks the initial assessment Review and submits the Initial Evaluation Results (IER) to the HRMPSB and posting of IER	Division Selection Committee/HRMPSB Secretariat
June 14-16, 2023 (JHS & SHS)	Classroom Observation/ Demonstration-Teaching	Division Selection Committee
June 19-21, 2023 (Elementary, SPED & Kinder)	Administration and Evaluation of Teacher Reflection Form for Qualified Candidates	



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

DATE	ACTIVITIES	PERSON / COMMITTEE RESPONSIBLE
June 23, 2023	SDO HRMO and Personnel Unit checks the initial assessment	HRMO/PERSONNEL
June 23, 2023	Consolidation and encoding of initial assessment, demo-teaching and TRF results	SDO PERSONNEL
June 26, 2023	Conduct of Final Review of the Result	HRMO/PERSONNEL
June 26-27, 2023	Submission to the Office of SDS the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)	SDO HRMPSB
June 28, 2023	Posting of the CAR and CAR-RQA	SDO HRMO
	Conduct of Background Investigation as requested by the Appointing Authority	SDO HRMO
July 1, 2023	Appointment of Successful Candidate	Appointing Authority