

Republic of the Philippines Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division Superintendent

JUN 08 2023

MEMORANDUM No. <u>139</u>, s. 2023

RANKING OF APPLICANTS FOR TEACHER II, TEACHER III (ELEMENTARY AND JUNIOR HIGH SCHOOL) AND SPED TEACHER I (ELEMENTARY) FOR THE 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 Office of Muntinlupa through the Human Resource Merit and Promotion Selection Board, informs the field of the acceptance of application for promotion to Teacher II, Teacher III (Elementary and Junior High School) and SPED Teacher I (Elementary).
- 2. The School Heads are encouraged to inform all interested and qualified permanent teachers to apply for the available items.
- 3. Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 66, s. 2007 to wit:

CRITERIA	MAXIMUM POINTS POSSIBLE		
Performance	35		
Experience	5		
Outstanding Accomplishment (Meritorious Accomplishment)	20		
Education	25		
Training	5		
Psycho-social attributes	5		
Potential	5		
TOTAL:	100		

4. It is understood that the School Level Sub-Committee, Level 2 Sub-Committee, and the Division HRMPSB shall strictly follow the procedure stipulated in DepEd Order No. 007, s. 2023, and the appreciation of documents/scoring system based on the criteria according to the DepEd Order No. 66, s. 2007.

NUM-2023-139









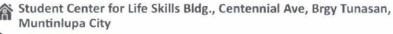
Republic of the Philippines Department of Education

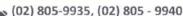
NATIONAL CAPITAL REGION SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- 5. 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.
- 6. All interested qualified applicants shall submit the following required documents to the School Sub-Committee not later than **June 22**, **2023**, **on or before 5:00 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.
 - a. Letter of intent addressed to the Schools Division Superintendent Dr. Evangeline P. Ladines, CESO V thru the Administrative Officer IV Ms. Angela M. Francisco.
 - 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 covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable; (OHRA-OHRA)
 - 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 required in DepEd Order No. 66, 2007.
- 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/Promotion-2023-Applicant following the hard copy of the pertinent documents to the Schools Division-Personnel not later than June 23, 2023, on or before 3:00 PM. NO name of the applicant in the form at the given link will not be accepted for the official list.

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sdo.muntinlupa@gmail.com





Republic of the Philippines Department of Education

NATIONAL CAPITAL REGION SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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

EVANGELINE P. LADINES CESO V 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 $(to\ be\ accomplished\ by\ the\ applicants)$

References:

DepEd Order No. 66, s. 2007 DepEd Order No. 007, s. 2023

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

EVALUATION PROMOTION SELECTION

HR-SB/ MEMO/ 139/ June 6, 2023





Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan, Muntinlupa City









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	
June 8-22, 2023	Call for submission of Application documents Filling of Application and preliminary evaluation of the School Sub-Committee Verification of the completeness, veracity, accuracy, and authenticity of documents by the School Sub-Committee	School Sub-Committee/ Applicant	
June 22, 2023 (Link will close at 1:00 PM)	Encoding of names to the Google link	- School Sub-Committee	
June 23, 2023	Submission of the School Sub- Committee IER to the Level 2 Sub- Committee		
June 27-28, 2023	Conduct of interview by the HRMPSB	HRMPSB	
June 30, 2023	Preparation of the CAR and CAR-RQA	HRMPSB/ Personnel	
July 3, 2023	Ranking of Applicants	HRMPSB/ Personnel	
July 4, 2023	Submission of CAR-RQA to the Appointing Authority	HRMPSB	



Enclosure No. 1

QUALIFICATION STANDARDS

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
ELEMENTARY	TEACHER III	OSEC-DECSB-TCH3- 30137-2008; 30142-2008; 30163-2001; 30236-2014; 34772-1998; 35224-1998	6	13	Bachelor of Elementary Education (BEEd); or Bachelor's Degree plus 18 professional units in Education	None Required	2 years relevant experience	RA 1080 (Teacher)

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
PNHS		OSEC-DECSB-TCH2-30118- 2018	1					
мвнѕ		OSEC-DECSB-TCH2- 30205-2014; 30874-2017	2	12				
PEDRO E. DIAZ HS	TEACHER II	OSEC-DECSB-TCH2- 30247-2009; 30335-2004; 30336-2004; 30312-2013; 30433-2012; 30045-2009	6	h.	Bachelor of Secondary Education (BSEd); or Bachelor's Degree plus 18 professional units in	1 year relevant experience	None Required	RA 1080 (Teacher)
MNHS		OSEC-DECSB-TCH2- 30165-1998; 30166-1998; 30259-2008; 30260-2008; 30285-2007; 30378-2011; 30381-2011; 30556-2018; 31175-2021	9	12	Education with appropriate major			
TNHS		OSEC-DECSB-TCH2- 31686-2022	1			a		

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
PEDRO E. DIAZ HS		OSEC-DECSB-TCH3- 30008-2014; 30010-2014; 30026-2010; 30326-2014; 30756-2017; 30761-2017; 31082-2018	7					
MNHS	TEACHER III	OSEC-DECSB-TCH3- 36836-1998; 36858-1998; 36871-1998; 36876-1998; 36908-1998; 36909-1998; 36913-1998; 36921-1998; 36922-1998; 36927-1998; 36928-1998; 36931-1998; 36935-1998	13	13	Bachelor of Secondary Education (BSEd); or Bachelor's Degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None Required	RA 1080 (Teacher)
TNHS		OSEC-DECSB-TCH3- 30150-2023; 30643-2015	2					

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
ELEMENTARY	SPED TEACHER I	OSEC-DECSB-SPET1-30016- 2011; 30228-2015	2	14	Bachelor's Degree in elementary education (BSEED) or its equivalent	None Required	None Required	RA 1080 (Teacher)



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NATIONAL CAPITAL REGION SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure No. 2

HUMAN RESOURCE MERIT PROMOTION AND SELECTION DIVISION COMMITTEE (HRMPSB)

Chairperson: Dr. Nerissa Roxas-Lomeda Members: Ms. Ma. Regaele 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

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

Level 2 Sub-Committee – Public School District Supervisors, School Heads, Master Teachers, Department Heads





Department of Education National Capital Region

SCHOOLS DIVISION OFFICE

	Ciţ	y of Muntinlupa				
	1.1	Application Code:				
	ition Applied For:					
	ce: itact Number:					
	gion:					
Eth	nicity:					
	son with Disability: Yes () No () Department: Yes () No ()					
		Status of Submission	Verification (To be filled-out by the HRMO/HR Office/sub-committee)			
	Basic Documentary Requirement	(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks		
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer					
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable					
c.	Photocopy of valid and updated PRC License/ID, if applicable					
d.	Photocopy of Certificate of Eligibility/Report of 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/s in the last rating period(s) covering one (1) year performance prior to the assessment, 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					
k.	Other documents as may be required for comparative assessment:					
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment					
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled					
	Attested:					
	Human Resource Management Officer	,				
	OMNIBUS SV	WORN STATEMENT				
	CERTIFICATION OF AUTHENTICITY AND VERACITY I hereby certify that all information above are true and correct, an herewith are original and/or certified true copies thereof.	nd of my personal knowle	dge and belief, and	the documents submitted		
	DATA PRIVACY CONSENT I hereby grant the Department of Education the right to collect ar the recruitment, selection, and placement of personnel of the Dep regulations being implemented by the Civil Service Commission.					
			Nemes	Signature of Applicant		
	Subscribed and sworn to before me this day of	, year	name and	d Signature of Applicant		

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Person Administering Oath