



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. 139, 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

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Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
 Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdo.muntinlupa@gmail.com





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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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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

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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



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	TEACHER II	OSEC-DECSB-TCH2-30118-2018	1	12	Bachelor of Secondary Education (BSEd); or Bachelor's Degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None Required	RA 1080 (Teacher)
MBHS		OSEC-DECSB-TCH2-30205-2014; 30874-2017	2					
PEDRO E. DIAZ HS		OSEC-DECSB-TCH2-30247-2009; 30335-2004; 30336-2004; 30312-2013; 30433-2012; 30045-2009	6					
MNHS		OSEC-DECSB-TCH2-30165-1998; 30166-1998; 30259-2008; 30260-2008; 30285-2007; 30378-2011; 30381-2011; 30556-2018; 31175-2021	9	12				
TNHS		OSEC-DECSB-TCH2-31686-2022	1					

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	TEACHER III	OSEC-DECSB-TCH3- 30008-2014; 30010-2014; 30026-2010; 30326-2014; 30756-2017; 30761-2017; 31082-2018	7	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)
MNHS		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					
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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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



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Name of Applicant: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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 SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath