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

Office of the Schools Division Superintendent

MEMORANDUM
No. 163, s. 2023

RECRUITMENT, EVALUATION, AND SELECTION FOR THE VACANT POSITIONS UNDER SCHOOL ADMINISTRATION, RELATED-TEACHING AND NON-TEACHING PERSONNEL

TO: OIC- Assistant Schools Division Superintendent/
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
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 applications for School Administration, Related-Teaching, and Non-Teaching Positions.

2. For the different positions stated below, **DepEd Order No. 007, s. 2023** will be used for procedure and document evaluation/scoring system, and appreciation of the pertinent papers. It shall follow the procedure for the School Level Committee to Level 2 Sub–Committee, then to the Division HRMPSB **except for the Public Schools District Supervisor, Education Program Supervisor, Guidance Counselor and Non-Teaching Personnel who will directly submit their application to the Division Personnel Unit.** The point system is as follows:

CRITERIA (Head Teacher Position)	**BREAKDOWN OF POINTS**
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishment	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	15
TOTAL:	**100**

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

ISO 9001: 2015 Certified No: 18.1519.026

CRITERIA (Public Schools District Supervisor, Education Program Supervisor, Guidance Counselor)	BREAKDOWN OF POINTS	
	SG 11-15	SG 16-22
a. Education	10	10
b. Training	10	10
c. Experience	10	10
d. Performance	20	20
e. Outstanding Accomplishment	10	5
f. Application of Education	10	15
g. Application of L&D	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20
TOTAL:	**100**	**100**

CRITERIA (Non-Teaching Personnel)	BREAKDOWN OF POINTS	
	SG 1-9 (Non-General Services)	SG 10-23 and SG 27
a. Education	5	5
b. Training	5	10
c. Experience	20	15
d. Performance	20	20
e. Outstanding Accomplishment	10	10
f. Application of Education	10	10
g. Application of L&D	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20
TOTAL:	**100**	**100**

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.

4. All applications must be submitted to the Division Personnel Unit not later than **July 24, 2023, on or before 3:00 PM. No documents will be accepted after the prescribed period of submission.** As such, failure to submit on a due date means a waiver of one's right to be included in the ranking.

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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) Notarized 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 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.

5. 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.

Activate here
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6. Interested applicants for the **Head Teacher shall submit** the pertinent portfolio **to the School Level Sub-Committee**. The Administrative Officer II/HR-in-charge must fill up the form at https://tinyurl.com/Head-Teacher-Promotion-2023 and submit the hard copy of the pertinent documents to the Division Personnel Unit **not later than July 24, 2023, on or before 3:00 PM. No name of the applicant in the form at the given link and none-submission of pertinent documents to Division Personnel will not be included in the pool of official applicants.**

7. The applicants who are applying for the **Public Schools District Supervisor, Education Program Supervisor, Guidance Counselor, and Non-Teaching Personnel** must fill up the form at https://tinyurl.com/NonTeach-RelatedTeach and submit the hard copy of the pertinent documents to the Division Personnel Unit **not later than July 24, 2023, on or before 3:00 PM. No name of the applicant in the form at the given link and none-submission of pertinent documents to Division Personnel will not be included in the pool of official applicants.**

8. Please see the attached **Enclosure No. 1** for the qualification and description of available positions under School Administration, Related-Teaching, and Non-Teaching Personnel. Failure to meet all the four **Qualification Standards** of the position applied for leads to disqualification.

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 – Checklist of Requirements with Omnibus Certification and Waiver *(to be accomplished by the applicants)*

References:
DepEd Order No. 007, s. 2023
MC No. 10, s. 2005
CSC approved 1997 Revised Qualification Standards Manual
CSC Resolution No. 070520 promulgated March 19, 2007

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

EVALUATION RECRUITMENT SELECTION HIRING

HR-SB/ Recruitment, Evaluation, and Selection for the Vacant Positions under School Administration, Related-Teaching and Non-Teaching Personnel / 163 / July 13, 2023

NUM-2023-163

Enclosure No. 1

QUALIFICATION STANDARDS
(SCHOOL ADMINISTRATION)

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
ELEMENTARY	HEAD TEACHER III	OSEC-DECSB-HTEACH3-30102-1998	1	16	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)	General Subject

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
PNHS	HEAD TEACHER I	OSEC-DECSB-HTEACH1-30054-2021	1	14	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)	Preferably TLE Subject
MNHS	HEAD TEACHER III	OSEC-DECSB-HTEACH3-30306-1998	1	16	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)	Preferably English Subject
TNHS		OSEC-DECSB-HTEACH3-30010-1998	1						Preferably AP Subject
PEDHS		OSEC-DECSB-HTEACH3-30015-2008	1						Preferably AP Subject

NUM-2023-163

QUALIFICATION STANDARDS
(SCHOOL ADMINISTRATION)

LEVEL/ SCHOOL	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
MNHS	HEAD TEACHER V	OSEC-DECSB-HTEACH5-30001-2005	1	18	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or Master Teacher (MT) for 3 years	24 hours of relevant training	RA 1080 (Teacher)	Preferably Mathematics Subject
	HEAD TEACHER VI	OSEC-DECSB-HTEACH6-3004-2006	1	19		HT for 5 years; or Master Teacher (MT) for 4 years			Preferably MAPEH Subject

QUALIFICATION STANDARDS
(RELATED-TEACHING POSITIONS)

Designation/ Office	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
SDO-OSDS CID	Education Program Supervisor	OSEC-DECSB-EPSVR-30177-2010	1	22	Master's Degree in Education or other relevant Master's Degree with specific area of Specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)	TLE Specialization
		OSEC-DECSB-EPSVR-30175-2010	1						Math Specialization
	Public Schools District Supervisor	OSEC-DECSB-PSDS-30015-2015	1	22	Master's Degree in Education or other relevant Master's Degree	Five years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)	

Designation/ Office	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
MSHS	Guidance Counselor I	OSEC-DECSB-GUIDC1-31257-2011	1	11	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	
MBHS		OSEC-DECSB-GUIDC1-30007-2010	1						
PEDHS		OSEC-DECSB-GUIDC1-30021-2008	1						

QUALIFICATION STANDARDS
(RELATED-TEACHING POSITIONS)

Designation/ Office	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
SHS	Guidance Counselor II	OSEC-DECSB-GUIDC2-30221-2016; 30222-2016; 30223-2016; 30224-2016; 30225-2016; 30226-2016; 30227-2016; 30228-2016	8	12	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	

QUALIFICATION STANDARDS
(NON-TEACHING PERSONNEL)

Designation/ Office	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
SDO-CASH UNIT	Administrative Officer IV	OSEC-DECSB-ADOF4-30007-2015	1	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably have experience in cash collection, disbursement of payment, remittances, liquidation and reporting. knowledgable in preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances.
SDO-ACCOUNTING UNIT	Accountant III	OSEC-DECSB-A3-30008-2015	1	19	Bachelor's Degree Commerce/Business Administration Major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (Accountant)	Preferably have experience in financial record and reports, provide information and advice to the management of the to ensure that the utilization of funds and knowledgable in supervising, facilitating and monitoring the work of the accounting personnel

Designation/ Office	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
SDO-HR UNIT	Administrative Assistant III	OSEC-DECSB-ADAS3-30095-2018	1	9	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Preferably computer literate for clerical tasks and with human resource management experience
SDO-ACCOUNTING	Administrative Assistant III	OSEC-DECSB-ADAS3-30093-2018	1	9					Preferably computer literate for clerical tasks for financial records and reports. Knowledgable in cash collection, cash disbursement and can act as teachnical support
SDO-ACCOUNTING	Administrative Assistant II	OSEC-DECSB-ADAS2-30024-2015	1	8					Preferably computer literate for clerical tasks for financial records and reports
SDO-SUPPLY UNIT	Administrative Aide VI	OSEC-DECSB-ADA6-30021-2015	1	6					Preferably computer literate for clerical tasks, with experience and knowledge in conducting inventory of physical properties, supplies, materials, and equipment, in maintaining proper storage and delivery

SDO-ASDS OFFICE	Administrative Aide VI	OSEC-DECSB-ADA6-30023-2015	1	6	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit
SDO-RECORD UNIT	Administrative Aide VI	OSEC-DECSB-ADA6 30024-2015	1	6					Preferably computer literate for clerical tasks, with experience in administrative support in maintenance of records for receiving and releasing documents checking of authentication, verification and certification of the files and can act as technical assistance of the record unit
SDO-ADMIN UNIT	Administrative Aide VI	OSEC-DECSB-ADA6-30025-2015	1	6					Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit
SDO-CASH UNIT	Administrative Aide VI	OSEC-DECSB-ADA6-30026-2015	1	6					Preferably computer literate with knowledge in cash collection, cash disbursement, cash payment, cash remittances, and liquidation report
SDO-SDS OFFICE	Administrative Aide VI	OSEC-DECSB-ADA6-30027-2015	1	6					Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit
SDO-CID	Administrative Aide VI	OSEC-DECSB-ADA6-30020-2015	1	6					Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit

QUALIFICATION STANDARDS
(NON-TEACHING PERSONNEL)

Designation/ Office	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
SHS-MNHS	Administrative Officer II	OSEC-DECSB-ADOF2-30059-2016	1	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably computer literate for clerical tasks with knowledge in providing human resource management support, facilitating the compensation and benefits and other HR related tasks. Knows how to act as admin support of the School.
SHS-CSHS	Registrar I	OSEC-DECSB-R1-30054-2016	1	11	Bachelor's Degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably computer literate for clerical tasks with knowledge in administrative and learner support services. Can facilitates the process of releasing records ofthe school, staff and leaners of the school and receives, updates, and maintains the records, reports and documents of the school, its staff and learners.

QUALIFICATION STANDARDS
(NON-TEACHING PERSONNEL)

Designation/ Office	Position Title	Plantilla Item No.	Available Item/s	Salary Grade	QUALIFICATION STANDARDS				Competency (If applicable)
					(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
ELEM	Administrative Assistant II	OSEC-DECSB-ADAS2-30043-2017	1	8	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Preferably computer literate for clerical tasks with human resource management experience, knowledgable in cash collection, cash disbursement and can act as teachnical support for the Administrative Officer II/HR in-charge of the School
	Administrative Assistant II	OSEC-DECSB-ADAS2-30044-2017	1	8					
MNHS	Administrative Assistant II	OSEC-DECSB-ADAS2-30048-2018	1	8					
PEDHS	Administrative Assistant II	OSEC-DECSB-ADAS2-30049-2018	1	8					
SHS -MNHS	Administrative Assistant II	OSEC-DECSB-ADAS2-30111-2016	1	8					
SHS -TNHS	Administrative Assistant II	OSEC-DECSB-ADAS2-30112-2016	1	8					
SHS -CSHS	Administrative Assistant II	OSEC-DECSB-ADAS2-30113-2016	1	8					

Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Muntinlupa

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 *(To be filled-out by the applicant; Check if submitted)*	Verification *(To be filled-out by the HRMO/HR Office/sub-committee)*	
			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 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

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) (w)here 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.