



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

Office of the Schools Division
Superintendent

MEMORANDUM
No. 238, s. 2023

OCT 09 2023

**RECRUITMENT, EVALUATION, AND SELECTION FOR TEACHER II
SENIOR HIGH SCHOOL POSITIONS FOR SCHOOL YEAR 2023-2024
AND NON-TEACHING PERSONNEL**

TO: OIC- Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation 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 applications for Teacher II – Senior High School and Non-Teaching Positions.
2. All School Screening Committees are encouraged to inform all interested and qualified applicants on the **Teacher II Senior High School and Non-Teaching Positions**.
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 for Teacher II – Senior High School should be submitted to the schools within the Division. Likewise, applicants are advised to submit one (1) application only. There will only be one Comparative Assessment Result - Registry of Qualified Applicants.**
5. Applications for Senior High School level specialization must be submitted to either Integrated or Secondary schools. As per guidelines, teacher-applicants should only apply in their respective fields or areas of specialization.
6. **Qualified applicants for Teacher II 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. It shall follow the procedure for the School Level Committee to Level 2 Sub-Committee, then to the Division HRMPSB, except for the Qualified Applicants for Project Development Officer I, in which DepEd Order No. 007, s. 2023 will be used for the procedure of document evaluation/scoring system and appreciation of the pertinent papers.**



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The point system is as follows:

CRITERIA (Senior High School Teacher Position)	BREAKDOWN OF POINTS			
	Academic and Core Subjects (Groups I-A, I-B, IC, I- D, II, III-A and III-B)	TVL Groups IVA, IV- B, IVC and IV-D	Arts and Design Group V	Sports Group VI
a. Education	20	15	15	15
b. Teaching/Industry/ Workplace Experience	15	20	20	20
c. Specialized Training	10	20	15	15
d. Interview	15	15	15	15
e. English Communication Skills	10	5	5	5
f. Portfolio/Outstanding Achievements	10	10	15	15
g. Demonstration Teaching	20	15	15	15
TOTAL:	100	100	100	100

CRITERIA (Project Development Officer I)	BREAKDOWN OF POINTS
	SG 10-22 and SG 27
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishment	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
TOTAL:	100

7. All applications must be submitted to the Division Personnel Unit not later than **October 19, 2023 – 3:00 PM**, to be fastened in a long folder with earmarks, arranged as listed below:

- Letter of intent addressed to the **Schools Division Superintendent – Dr. Evangeline P. Ladines, CESO V** thru the **Administrative Officer IV – Ms. Angela M. Francisco**.
- Duly accomplished PDS (CS Form No. 212, Revised 2017) Notarized with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;

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- 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**;
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) 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.

8. 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.

9. Interested applicants for the **Senior High School Teacher Position shall submit the pertinent portfolio to the School Level Sub-Committee.** The Administrative Officer II/HR-in-charge must fill out the form at <https://tinyurl.com/SHSApplicationBatch2> and submit the hard copy of the pertinent documents to the Division Personnel Unit **not later than October 19, 2023, on or before 3:00 PM. No name of the applicant in the form at the given link and non-submission of pertinent documents to the Division Personnel would mean non-inclusion in the pool of official applicants.**

10. The applicants who are applying for the **Project Development Officer I** must fill out the form at <https://tinyurl.com/ApplicationFormPDO1> and submit the hard copy of the pertinent documents to the Division Personnel Unit **not later than October 19, 2023, on or before 3:00 PM. No name of the applicant in the form at the given link and non-submission of pertinent documents to the Division Personnel would mean non-inclusion in the pool of official applicants.**

11. Public school teachers requesting for transfer to another assignment are not considered as 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.

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 five (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.

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

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


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Encls: As stated

Enclosure No. 1 - CSC Minimum Qualification Standards

Enclosure No. 2 – Checklist of Requirements with Omnibus Certification and Waiver *(to be accomplished by the applicants)*

Enclosure No. 3 – Personal Data Sheet (CSC Form 212 Revised 2017) *(to be accomplished by the applicants)*

References:

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

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
SELECTION

RECRUITMENT
HIRING

HR-SB/ Recruitment, Evaluation, and Selection for Teacher II Senior High School Positions for School Year 2023-2024 and Non-Teaching Personnel / **238**/ September 26, 2023.

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ENCLOSURE 1

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 MUNTINLUPA	PROJECT DEVELOPMENT OFFICER I	OSEC-DECSB-PDO1- 30033-2023; 30034-2023; 30035-2023; 30036-2023	4	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	

**QUALIFICATION STANDARDS
(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	
SENIOR HIGH SCHOOL	TEACHER II - HUMSS	OSEC-DECSB-TCH2- 30506-2022; 30508-2022; 30509-2022; 30513-2022; 30514-2022; 30515-2022; 30516-2022; 30517-2022; 30520-2022; 30521-2022; 30784-2023; 30785-2023; 30786-2023; 30520-2016; 30524-2016	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	
	TEACHER II - STEM	OSEC-DECSB-TCH2- 30524-2022; 30525-2022; 30527-2022; 30528-2022; 30529-2022; 30530-2022; 30531-2022; 30535-2022; 30536-2022; 30537-2022; 30545-2016; 30549-2016; 30551-2016; 30552-2016; 30554-2016	15						
	TEACHER II - GAS	OSEC-DECSB-TCH2- 30541-2022; 30544-2022; 30545-2022; 30546-2022; 30547-2022; 30548-2022; 30567-2021; 30569-2021; 30571-2021; 30572-2021; 30027-2019; 30036-2019; 30561-2021; 30562-2021; 30564-2021	15						Applicants for a contractual position: None Required Practitioners (part -time only): None required
	TEACHER II - ABM	OSEC-DECSB-TCH2- 30526-2016; 30528-2016; 30530-2016; 30537-2016; 30538-2016; 30540-2016; 30564-2016; 30565-2016; 30566-2016; 30565-2021; 30566-2021; 30771-2023; 30772-2023; 30793-2023; 30794-2023	15						

**QUALIFICATION STANDARDS
(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	
SENIOR HIGH SCHOOL	TEACHER II SPORTS	OSEC-DECSB-TCH2- 30773-2023; 30774-2023; 30775-2023; 30776-2023; 30777-2023; 30778-2023	6	12	Bachelor's degree with a major in 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 contractual position: None Required Practitioners (part-time only): None Required	
	TEACHER II TVL	OSEC-DECSB-TCH2- 30787-2023;30788-2023; 30789-2023; 30790-2023; 30791-2023; 30792-2023	6		Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months 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 (5) years after the date of first hiring Applicants for contractual position: None Required Practitioners (part-time only): None Required	
	TEACHER II ARTS AND DESIGN	OSEC-DECSB-TCH2- 30779-2023; 30780-2023; 30781-2023; 30782-2023; 30783-2023	5		Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	1 year relevant teaching /industry work experience	4 hours of training relevant to the courses in the Track	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 contractual position: None Required Practitioners (part-time only): None Required	

Department of Education
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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.