



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 08 2023

MEMORANDUM

No. 258, s. 2023

RANKING OF APPLICANTS FOR TEACHER II (ELEMENTARY AND JUNIOR HIGH SCHOOL) AND TEACHER III (JUNIOR HIGH SCHOOL) FOR THE SCHOOL YEAR 2023-2024

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 application for promotion to Teacher II (Elementary and Junior High School) and Teacher III (Junior High School) positions for the School Year 2023-2024.
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.



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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 **November 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) Notarized with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- 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/degree;
- f. Photocopy of Certificate/s of Training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment;
- 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; (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 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 of the School Sub-Committee and Schools Division-Personnel.



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8. The Administrative Officer II/HR-in-charge must fill out the form at <https://tinyurl.com/TeachersPromotionBatch2-2023> following the hard copy of the pertinent documents to the Schools Division-Personnel not **later than November 24, 2023, on or before 5:00 PM. No name of the applicant in the form at the given link and non-submission of pertinent documents to Administrative Officer IV – Ms. Angela M. Francisco would mean non-inclusion in the pool of official applicants.**

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. 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/ RANKING OF APPLICANTS FOR TEACHER II (ELEMENTARY AND JUNIOR HIGHSCHOOL) AND TEACHER III (JUNIOR HIGH SCHOOL) FOR THE SCHOOL YEAR 2023-2024/ 258/ November 6, 2023

NUM-2023-258



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

NW-253

ENCLOSURE 1

**QUALIFICATION STANDARDS
(TEACHING PERSONNEL)**

Position Title	Salary Grade	QUALIFICATION STANDARDS				Competency (if applicable)
		(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
TEACHER II - ELEMENTARY	12	Bachelor of Elementary Education (BEEd); or Bachelors degree plus 18 professional units in Education	1 year relevant experience	None Required	RA 1080 (Teacher)	

**QUALIFICATION STANDARDS
(TEACHING PERSONNEL)**

Position Title	Salary Grade	QUALIFICATION STANDARDS				Competency (if applicable)
		(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement	
TEACHER II - JUNIOR HIGH SCHOOL	12	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None Required	RA 1080 (Teacher)	
TEACHER III - JUNIOR HIGH SCHOOL	13	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	2 year relevant experience	None Required	RA 1080 (Teacher)	

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 <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