



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 02 2024

MEMORANDUM

No. 091, s. 2024

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR TEACHING
POSITIONS UNDER THE SENIOR HIGH SCHOOL LEVEL FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
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 Teaching positions under the Senior High School level.
2. Please see the attached **Enclosure No. 1** for the list of items and qualification standards of Teaching Position under Senior High School Level. Failure to meet all the four **Qualification Standards** of the position applied for will lead to disqualification.
3. All applications including a Letter of Intent must be submitted to the School Level Committee to be stamped "Received" not later than **April 12, 2024, 5:00 PM**. Late Submission will not be accepted. The hard copy documents must be fastened in a **long green folder with earmarks, arranged as listed below**:
 - 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 by authorized official** 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.



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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 the Performance Rating in Item (I) is not relevant to the position to be filled, if applicable.
4. The Administrative Officer II/HR in charge must fill out the form at <http://tinyurl.com/SHSApplication2024Batch1> All applications including a Letter of Intent must be submitted to the Division Record Unit to be stamped "Received" **not later than April 15, 2024, 5 PM**. Late Submission will not be accepted. **No name of the applicant in the form at the given link and none-submission of pertinent documents to the Division Record Unit would mean non-inclusion in the pool of official 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. 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.



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7. **Qualified applicants for Teacher II and III 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 Teacher I position, 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.**

The point system is as follows:

CRITERIA (Senior High School Teacher II & III 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 (Senior High School Teacher I Position)	MAXIMUM POINTS POSSIBLE
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demo Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
TOTAL:	100



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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. Public school teachers requesting for transfer to another assignment are not considered 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.
10. 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 live (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.
11. All expense relative to this activity shall be charge against local funds/MOOE subject to the existing accounting and auditing rules and regulations.
12. Immediate and wide dissemination of the Memorandum is earnestly desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encls as stated.

References:

DepEd Order No. 07, s. 2023

DepEd Order No. 3 and 32, s. 2016, and DepEd Order No. 51, s. 2017.

DepEd Order No. 27, s. 2015

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

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

EVALUATION
SELECTION

RECRUITMENT
HIRING

SRHB/AMF- DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR TEACHING POSITIONS UNDER THE SENIOR HIGH SCHOOL LEVEL
FOR SY 2024-2025/091/ March 19, 2024

NUM-2024-091



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

QUALIFICATION STANDARDS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Teacher III - HUMSS	3	13	31,320.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's Degree in relevant strand/subject	4 hours of training relevant to the subject area of specialization	1 year of relevant teaching/industry work experience	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 a contractual position: None Required Practitioners (part -time only): None required		
Teacher II - HUMSS	39	12	29,165.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a 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 Applicants for a contractual position: None Required Practitioners (part -time only): None required	Preferably English and AP Subject	

QUALIFICATION STANDARDS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Teacher II - ABM	24	12	29,165.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a 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 Applicants for a contractual position: None Required Practitioners (part -time only): None required		
Teacher II - TVL	10	12	29,165.00	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	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		

QUALIFICATION STANDARDS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Teacher I - TVL	4	11	27,000.00	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	At least NC II *Appropriate to the specialization	None Required	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	Preferably HE OR ICT	



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ENCLOSURE 2

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
April 1-12, 2024	Publication and Posting of Vacancies for SHS Teaching Positions. Submission of Application to the School Level Committee	School Level Committee & Applicants
April 15, 2024	Orientation of all applicants who submitted the application	SDOHRMO, HRMPSB & Applicants
April 16-22, 2024	Initial Evaluation of Documents vis-à-vis qualification standard	Personnel Unit
April 24, 2024	Posting and releasing of Initial Evaluation Results to https://deped-muntinlupa.com	SDO HRMO/SDO Record Unit
May 6-10, 2024	Classroom Observation (Demo Teaching), Open Ranking, Teacher Reflection	1st Level Sub-Committee/Division HRMPSB
May 14-15, 2024	Creation of Comparative Assessment Result (CAR) and Submission to HRMPSB	SDO HRMPSB
May 16, 2024	Submission of Comparative Assessment Result (CAR) and Submission to the Office of the SDS	SDO HRMPSB
May 17, 2024	Posting of Comparative Assessment Result (CAR) to https://deped-muntinlupa.com	SDO Record Unit

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: _____
Do be fill up by the Division HRMO

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 - NOTARIZE			
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

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	☐ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☐ Female		
6 CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)		ZIP CODE	
8. WEIGHT (kg)			
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.		20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME			(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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