



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. 096, s. 2024

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR
NON-TEACHING POSITIONS**

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. Relative to the release of DepEd Order No. 002 s. 2024, **Immediate Removal of Administrative Task of Public School Teachers**, the Schools Division Office of Muntinlupa through the Human Resource Merit and Promotion Selection Board, informs the field of the acceptance of applications for the available positions under Non-Teaching, positions in SDO-Muntinlupa.
2. In connection with the aforementioned activity, due to newly vacated items, **qualified applicants who are part of the initial evaluation** under Administrative Officer II, Administrative Assistant III, Administrative Aide VI that were posted on January 09, 2023, who submitted their application in reference to **Division Memorandum 259, s. 2023 entitled "Recruitment, Evaluation, and Selection for the Vacant Positions under Related-Teaching and Non-Teaching Personnel are automatically included in the pool of applicants and may submit additional documents that could enhance their score on or before the deadline."**
3. Please see the attached **Enclosure No. 1** for the list of items and qualification standards of available positions in SDO Muntinlupa. Failure to meet all the four **Qualification Standards** of the position applied for will lead to disqualification.
4. All applications including a Letter of Intent must be submitted to the Division Record Unit to be stamped "Received" not later than **April 12, 2024, 5:00 PM**. Late Submission will not be accepted.
 - 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 (Notarized) PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;

NUM-2024-096



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



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- 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**;
- 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.



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5. For the different positions stated below, **DepEd Order No. 007, s. 2023** will be used for the procedure and document evaluation/scoring system, and appreciation of the pertinent papers.

The point system is as follows:

CRITERIA (Non-Teaching Personnel)	BREAKDOWN OF POINTS		
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27
a. Education	5	5	5
b. Training	5	5	10
c. Experience	20	20	15
d. Performance	10	20	20
e. Outstanding Accomplishment	5	10	10
f. Application of Education	0	10	10
g. Application of L&D	0	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20
TOTAL:	100	100	100

6. 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.

7. 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.

8. 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.



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8. The following timetable shall observed:

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
April 1-12, 2024	Publication and Posting of Vacancies Posting of Memorandum of Vacant Position Submission of Application to the Division Record Unit	SDO HRMO & Applicants
April 15, 2024	Orientation of all applicants who submitted the application	SDOHRMO, HRMPSB & Applicants
April 16-17, 2024	Initial Evaluation of Documents vis-à-vis qualification standard	Personnel Unit
April 18, 2024	Posting and releasing of Initial Evaluation Results to https://deped-muntinlupa.com	SDO HRMO/ SDO Record Unit
April 23-25, 2024	Open Ranking, BEI, Written/Exam, and Work Sample Test of Qualified Applicants	SDO HRMPSB
April 26, 2024	Creation of Comparative Assessment Result (CAR)	SDO HRMPSB
April 29, 2024	Submission of Comparative Assessment Result (CAR) and Submission to the Office of the SDS	SDO HRMPSB
May 2, 2024	Posting of Comparative Assessment Result (CAR) to https://deped-muntinlupa.com	SDO Record Unit

9. All expense relative to this activity shall be charge against local funds/MOOE subject to the existing accounting and auditing rules and regulations.

10. 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

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

EVALUATION RECRUITMENT SELECTION HIRING

SRHB/AMF- DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING POSITIONS

096/March 19, 2024



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**QUALIFICATION STANDARDS
(NON-TEACHING POSITIONS)**

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)	
ADMINISTRATIVE ASSISTANT III	5	9	21,211.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant to MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	Preferably computer literate for clerical tasks and with human resource management experience/have knowledge in Mandatory benefits process/have experience in financial records, payroll and reports. - FOR PERSONNEL UNIT	SDO - OSDS (PERSONNEL UNIT, ACCOUNTING UNIT)
								Preferably have experience in financial transactions recording, accounting experience and bookkeeping - FOR ACCOUNTING UNIT	
ADMINISTRATIVE ASSISTANT II	6	8	19,744.00					Preferably have experience in execution and accountability data and documents under financial reports and payments, knowledgeable in financial entry and have accounting experience.	SDO - OSDS (ACCOUNTING UNIT)
								Preferably computer literate for clerical tasks with human resource management experience, knowledgeable in cash collection, cash disbursement and can act as technical support for the Administrative Officer II/HR in-charge of the School	ELEMENTARY
									MNHS - JUNIOR HS
ADMINISTRATIVE AIDE VI	6	6	17,553.00					Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit/secretariat.	SDO - OSDS (SDS, ASDS, ADMIN OFFICES)

**QUALIFICATION STANDARDS
(NON-TEACHING POSITIONS)**


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)	
ADMINISTRATIVE AIDE VI	6	6	17,553.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant to MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	<p>Preferably computer literate with knowledge in cash collection, cash disbursement, cash payment, cash remittances, and liquidation report - FOR CASH UNIT</p> <p>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 - FOR SUPPLY UNIT</p>	SDO - OSDS (SUPPLY UNIT, CASH UNIT)
								<p>Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit</p>	SDO - CID OFFICE

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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)	
ADMINISTRATIVE OFFICER II	3	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Preferably computer literate knowledgeable in recruitment, handling employees records, compensation and benefits and other HR related tasks/Property custodian who understand procurement of supplies, materials and equipments/financial management and general administrative support	CESA - ELEMENTARY
								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.	MNHS - SENIOR SH
								Preferably computer literate knowledgeable in recruitment, handling employees records, compensation and benefits and other HR related tasks/Property custodian who understand procurement of supplies, materials and equipments/financial management and general administrative support	PNHS - JUNIOR HS
PROJECT DEVELOPMENT OFFICER I	1	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Having been an elected student or youth leader in a school and/or community-based organization Knowledgeable in facilitating the conduct of the youth formation activities, conduct of the training needs assessment in schools. Have knowledge in preparing proposals to possible partners and advocates of youth formation programs.	SENIOR HIGH SCHOOL

**QUALIFICATION STANDARDS
(NON-TEACHING POSITIONS)**

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)	
ADMIN AIDE III (DRIVER)	1	3	14,678.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 19 - CAT. II)	Pro Driver License Holder	MNHS - JUNIOR HS



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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: _____
Do be fill up by the Division HRMO

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 - 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