



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

67-277

Office of the Schools Division
Superintendent

MEMORANDUM

No. 118, s. 2024

**SCHEDULE OF VIRTUAL ORIENTATION OF ALL APPLICANTS WHO SUBMITTED
THEIR APPLICATION FOR TEACHING POSITION UNDER SENIOR HIGH SCHOOL
LEVEL AND NON-TEACHING PERSONNEL**

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 virtual orientation of all applicants who submitted their application for the Teaching position under Senior High School Level and Non-Teaching personnel, to wit;

No.	Position	Schedule
1	ADMINISTRATIVE ASSISTANT III	April 15, 2024 9:00 am - Microsoft Office Teams link: https://tinyurl.com/NTP-VirtualOrientation
2	ADMINISTRATIVE ASSISTANT II	
3	ADMINISTRATIVE AIDE VI	
4	ADMINISTRATIVE OFFICER II	
5	PROJECT DEVELOPMENT OFFICER I	
6	ADMIN AIDE III (DRIVER)	

No.	Position	Schedule
1	Senior High School Teacher I	April 15, 2024 10:30 am - Microsoft Office Teams link: https://tinyurl.com/T1-SHS-VirtualOrientation

No.	Position	Schedule
1	Senior High School Teacher II and III	April 15, 2024 2:00 pm - Microsoft Office Teams link: https://tinyurl.com/SHST2andT3-VirtualOrientation



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2. All applicants are advised to secure a strong internet connection to avoid disruption or disconnection while the activity is ongoing.
3. All expense relative to this activity shall be charge against local funds/MOOE subject to the existing accounting and auditing rules and regulations.
4. Immediate and wide dissemination of the Memorandum is earnestly desired.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Encls: None

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

CSC Resolution No 1701192

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

EVALUATION
SELECTION

RECRUITMENT
HIRING

SRHB/ SCHEDULE OF VIRTUAL ORIENTATION OF ALL APPLICANTS FOR TEACHING POSITION UNDER SENIOR HIGH SCHOOL LEVEL
AND NON-TEACHING PERSONNEL / 118/ March 12, 2024

NUM-2024-118



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