



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MEMORANDUM

No. 163, s. 2024

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR  
NON-TEACHING, RELATED-TEACHING AND SCHOOL ADMINISTRATION  
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. The Schools Division Office of Muntinlupa through the Human Resource Merit and Promotion Selection Board, informs the field of the acceptance of applications for Non-Teaching, Teaching-Related and School Administration positions.
2. Please see the attached **Enclosure No. 1** for the list of items and qualification standards of available positions in SDO Muntinlupa. Failure to meet the minimum **Qualification Standards** of the position applied for will lead to disqualification.
3. All applications including a Letter of Intent must be submitted to the **Division Record Unit** to be stamped "Received" not later than **June 11, 2024, 5:00 PM**. Late Submission will not be accepted.
  - a. Letter of intent addressed to the Assistant Schools Division Superintendent Officer-in-Charge, Office of the Schools Division Superintendent - **Violeta M. Gonzales** 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;
  - 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 Performance Rating in Item (I) is not relevant to the position to be filled, if applicable.
4. 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 POSITION - ENGINEER III)	BREAKDOWN OF POINTS
	SG 10-23 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
<b>TOTAL:</b>	<b>100</b>





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CRITERIA (RELATED-TEACHING POSITION - SENIOR EDUCATION SPECIALIST, GUIDANCE COUNSELOR)	BREAKDOWN OF POINTS	
	SG 11-15	SG 16-23 and SG 27
a. Education	10	10
b. Training	10	10
c. Experience	10	10
d. Performance	20	20
e. Outstanding Accomplishment	10	5
f. Application of Education	10	15
g. Application of L&D	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20
<b>TOTAL:</b>	<b>100</b>	<b>100</b>

CRITERIA (SCHOOL ADMINISTRATION – PRINCIPAL II)	BREAKDOWN OF POINTS	
	SG 16-23 and SG 27	
a. Education	10	
b. Training	10	
c. Experience	10	
d. Performance	25	
e. Outstanding Accomplishment	10	
f. Application of Education	10	
g. Application of L&D	10	
h. Potential (Written Test, BEI, Work Sample Test)	15	
<b>TOTAL:</b>	<b>100</b>	

5. 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.

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. The appointing officer/authority shall be guided by the report of the HRMPSB's CAR/CAR-RQA, and in the exercise of sound discretion, select insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less, depending on the number of candidates, unless otherwise provided by the law.
8. All expense relative to this activity shall be charge against local funds/MOOE subject to the existing accounting and auditing rules and regulations.
8. Immediate and wide dissemination of the Memorandum is earnestly desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encs:

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

SRHB/ DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING, TEACHING-RELATED AND SCHOOL ADMINISTRATION  
POSITIONS **163**/May 20, 2024

NUM-2024-163



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

**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)	
ENGINEER III	1	19	51,357	Bachelors degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Engineer)	Have experienced in Site Inspection, Procurement Activities, Construction, Facilities Repair, Preservation of Heritage Buildings, Demolition and Condemnation of Building and Mapping and Inventory of Buildings and Facilities.	SGOD

**QUALIFICATION STANDARDS  
(TEACHING-RELATED 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)	
SENIOR EDUCATION PROGRAM SPECIALIST	1	19	51,357	Bachelors Degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation, or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Second Level Eligibility	Have experienced in providing technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education in preparing & implement advocacy campaign programs, monitor progress and outcomes projects.	SGOD - School Mobilization and Networking



**QUALIFICATION STANDARDS  
(TEACHING-RELATED 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)	
GUIDANCE COUNSELOR I	3	11	27,000.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		MSHS - JUNIOR HS
									MBHS
									PEDHS
GUIDANCE COUNSELOR III	1	13	31,320.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		MNHS - JUNIOR HS
GUIDANCE COUNSELOR II	8	12	29,165.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		SENIOR HS

**QUALIFICATION STANDARDS  
(SCHOOL ADMINISTRATION 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)	
SCHOOL PRINCIPAL II	1	20	57,347.00	Bachelor's Degree of Secondary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		SENIOR HS

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 (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 - <b>NOTARIZE</b>			
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