



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAY 31 2024

MEMORANDUM

No. 164, s. 2024

**RANKING OF APPLICANTS OF HEAD TEACHER POSITIONS UNDER ELEMENTARY  
AND SECONDARY LEVEL**

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 application for promotion to Head Teacher positions under Elementary and Secondary Level.
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 **School Level Committee** to be stamped "Received" not later than **June 14, 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;
  - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;

NUM-2024-164



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8805-9935, 8805-9940  
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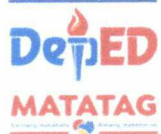
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- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable; (OHRA-OHRA)
- 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. The Administrative Officer II/HR in charge must fill out the form at <https://tinyurl.com/Promotion-HeadTeacher-2024>. All applications including a Letter of Intent must be submitted to the Division Record Unit to be stamped "Received" **not later than June 17, 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. For the position 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 (SCHOOL ADMINISTRATION: HEAD TEACHER POSITION)	BREAKDOWN OF POINTS
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>

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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. The appointing officer/authority shall be guided by the report of the HRMPSTB'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.
9. 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

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/ RANKING OF APPLICANTS OF HEAD TEACHER POSITIONS UNDER ELEMENTARY AND SECONDARY LEVEL

**164** /May 20, 2024

NUM-2024-164



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**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)	
HEAD TEACHER IV	1	17	43,030.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours relevant training	HT for 3 years; or Master Teacher (MT) for 2 years	RA 1080 (Teacher)		MBHS
HEAD TEACHER II	1	15	36,619.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours relevant training	HT for 1 year; or Teacher for 4 years	RA 1080 (Teacher)		
HEAD TEACHER I	1	14	33,843.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		

**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)	
HEAD TEACHER VI	1	19	51,357.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours relevant training	HT for 5 years; or Master Teacher (MT) for 4 years	RA 1080 (Teacher)		PEDHS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
HEAD TEACHER III	1	16	39,672.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		TNHS - JUNIOR HS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
HEAD TEACHER I	1	14	33,843.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		PNHS

**QUALIFICATION STANDARDS**  
**(SCHOOL ADMINISTRATION POSITIONS)**

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
HEAD TEACHER III	1	16	39,672.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in Education.	24 hours relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		ELEMENTARY



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