



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. 165, s. 2024

RANKING OF APPLICANTS OF TEACHER II, TEACHER III (ELEMENTARY AND SECONDARY LEVEL) AND SPED TEACHER I (ELEMENTARY 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 of Teacher II, Teacher III (Elementary and Secondary Level) and SPED Teacher I (Elementary Level).

2. In connection with the aforementioned activity, due to newly vacated items, **qualified applicants who are part of the initial evaluation** under Teacher II – Elementary Level and Teacher III - Elementary and Junior High School Level that were posted on January 10, 2024, and February 1, 2024, who submitted their application in reference to **Division Memorandum 258, s. 2023 entitled “Ranking of Applicants for Teacher II (Elementary and Junior High School) and Teacher III (Junior High School) for the school year 2023-2024 and Division Memorandum 270, s. 2023 entitled “Ranking of Applicants for Teacher III and Principal II (Elementary) 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 the minimum **Qualification Standards** of the position applied for will lead to disqualification.

4. 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;

NUM-2024-165



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.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.
5. The Administrative Officer II/HR in charge must fill out the form at <https://tinyurl.com/Promotion-T2-SPED-T3-2024>. 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.**

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6. Qualified applicants shall be assessed **based on the criteria set forth in DepEd Order No. 66, s. 2007** to wit:

The point system is as follows:

CRITERIA	MAXIMUM POINTS POSSIBLE
Performance	35
Experience	5
Outstanding Accomplishment (Meritorious Accomplishment)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL:	100

7. 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.

8. 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.

9. 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.

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



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9. 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. 66, s. 2007

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 TEACHER II AND TEACHER III POSITIONS UNDER ELEMENTARY AND SECONDARY LEVEL

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ENCLOSURE 1

**QUALIFICATION STANDARDS
(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)	
TEACHER II - ELEMENTARY	10	12	29,165.00	Bachelor of Elementary Education (BEEd); or Bachelors degree plus 18 professional units in Education	None Required	1 year relevant experience	RA 1080 (Teacher)		ELEMENTARY
TEACHER III - ELEMENTARY	36	13	31,320.00	Bachelor of Elementary Education (BEEd); or Bachelors degree plus 18 professional units in Education	None Required	2 year relevant experience	RA 1080 (Teacher)		
SPED TEACHER I - ELEMENTARY	1	14	33,843.00	Bachelor of Elementary Education (BEEd); or Bachelors degree plus 18 professional units in Education	None Required	1 year relevant experience	RA 1080 (Teacher)		

**QUALIFICATION STANDARDS
(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)	
TEACHER II - SECONDARY	3	12	29,165.00	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080 (Teacher)		MBHS
TEACHER III - SECONDARY	1	13	31,320.00	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	None Required	2 year relevant experience	RA 1080 (Teacher)		

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 - SECONDARY	2	12	29,165.00	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080 (Teacher)		TNHS JUNIOR HS

**QUALIFICATION STANDARDS
(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)	
TEACHER II - SECONDARY	10	12	29,165.00	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080 (Teacher)		PEDHS
TEACHER III - SECONDARY	7	13	31,320.00	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	None Required	2 year relevant experience	RA 1080 (Teacher)		

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 - SECONDARY	9	12	29,165.00	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080 (Teacher)		MNHS
TEACHER III - SECONDARY	15	13	31,320.00	Bachelor of Secondary Education (BSEd); or Bachelors degree plus 18 professional units in Education with appropriate major	None Required	2 year relevant experience	RA 1080 (Teacher)		

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