



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 20 2024

MEMORANDUM

No. 180, s. 2024

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR TEACHER I
POSITION UNDER THE SENIOR HIGH SCHOOL LEVEL AND SPED TEACHER I
UNDER JUNIOR HIGH SCHOOL FOR SY 2024-2025**

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 Teacher I positions under the Senior High School and SPED Teacher I under Junior High School for SY 2024-2025.

2. Please see the attached **Enclosure No. 1** for the list of items and qualification standards of Teacher I under Senior High School Level and SPED Teacher I under Junior High School. Failure to meet all the four **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 **July 1, 2024, 5:00 PM**. Late submission will not be accepted. The hard copy documents must be fastened in a **long green folder for Senior High School Teacher I applicants and red folder for SPED Teacher I – Junior High School applicants with earmarks, arranged as listed below:**

- a. Letter of intent addressed to the Assistant Schools Division Superintendent Officer-in-Charge, Office of the Schools Division Superintendent – **Dr. Violeta M. Gonzales** thru the **Administrative Officer IV – Ms. Angela M. Francisco**.
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) **notarized by authorized official** with Work Experience Sheet, if applicable. (Can be download in this link: <https://tinyurl.com/Files-Application>)
- c. Photocopy of valid and updated PRC License/ID, if applicable.
- d. Photocopy of Certificate of Eligibility/Rating if applicable.

NUM-2024-180



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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- 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**. (Can be download in this link: <https://tinyurl.com/Files-Application> please check the Annex C)
 - 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 the 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/SHST1andSPEDT1-SY2024-2025>. All applications including a Letter of Intent must be submitted to the Division Record Unit to be stamped "Received" **not later than July 2, 2024, 5 PM**. Late submission will not be accepted. **No name of the applicant in the form at the given link and non-submission of pertinent documents to the Division Record Unit would mean non-inclusion in the pool of official applicants.**
5. Applications for Senior High School level specialization must be submitted to either Integrated or Secondary schools. As per guidelines, teacher-applicants should only apply in their respective fields or areas of specialization.

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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.

7. For qualified applicants for the Senior High School Teacher I position, in which **DepEd Order No. 007, s. 2023** will be used for the procedure of document evaluation/scoring system and appreciation of the pertinent papers.

The point system is as follows:

CRITERIA (SENIOR HIGH SCHOOL TEACHER I POSITION)	MAXIMUM POINTS POSSIBLE
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demo Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
TOTAL:	100

8. For qualified applicants for SPED Teacher I under Junior High School Level shall be assessed **based on the criteria set forth in DepEd Order No. 66, s. 2007**.

The point system is as follows:

CRITERIA (SPED TEACHER I - JUNIOR HIGH SCHOOL POSITION)	MAXIMUM POINTS POSSIBLE
Performance	35
Experience	5
Outstanding Accomplishment (Meritorious Accomplishment)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL:	100

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9. 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.
10. Public school teachers requesting for transfer to another assignment are not considered new applicants and should not, therefore, be subjected to these hiring guidelines. However, they need to comply with the guidelines for transferring from one station to another.
11. As provided in Sec 26 (b) Paragraph 2 of RA 9293 entitled "An Act Amending Certain Sections of the Republic Act Numbered Seventy-eight Hundred and Thirty-six (RA 7836), otherwise known as the Philippine Teachers Professionalization Act of 1994," teachers who have not practiced their profession for the past live (5) years shall be required to take at least twelve (12) units in education courses, consisting of at least six (6) units of content courses.
12. All expenses relative to this activity shall be charged against local funds/MOOE subject to the existing accounting and auditing rules and regulations.
13. Immediate and wide dissemination of the Memorandum is earnestly desired.

For:

VIOLETA M. GONZALES

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

By:

MADELINE ANN L. DIAZ
Chief Education Supervisor, CID
Officer-in-Charge

Encls as stated.

References:

DepEd Order No. 007, s. 2023

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

EVALUATION	RECRUITMENT
SELECTION	HIRING

SRHB/ DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR TEACHER I POSITION UNDER THE SENIOR HIGH SCHOOL LEVEL AND SPED TEACHER I UNDER JUNIOR HIGH SCHOOL FOR SY 2024-2025/ **180**/June 18, 2024

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**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 I - (Senior High School - TVL)	2	11	27,000.00	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II *Appropriate to the specialization	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required		Senior High School (ALS)
Teacher I - (Senior High School - TVL)	15	11	27,000.00	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II *Appropriate to the specialization	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required		Senior High School
Teacher I - (Senior High School - SPORTS)	15	11	27,000.00	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required		Senior High School

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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	
Teacher I - (Senior High School - ABM)	1	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	<p>Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part -time only): None required</p>	Senior High School (ALS)
Teacher I - (Senior High School - ABM)	16	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	<p>Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part -time only): None required</p>	Senior High School
Teacher I - (Senior High School - STEM)	15	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	<p>Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part -time only): None required</p>	Senior High School

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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)	
Teacher I - (Senior High School - HUMSS)	1	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	<p>Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part -time only): None required</p>		Senior High School (ALS)
Teacher I - (Senior High School - HUMSS)	16	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	<p>Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None Required</p> <p>Practitioners (part -time only): None required</p>		Senior High School

**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 I - (Senior High School - Arts & Design)	15	11	27,000.00	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required		Senior High School

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)	
Special Education Teacher I	2	14	33,843.00	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)		MNHS & PEDHS