



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. 181, 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, Related-Teaching and School Administration positions.

2. Please see the attached **Enclosure No. 1** for the list of items and qualification standards of the 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 **July 1, 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 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;
- 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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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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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**. (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 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:

<b>CRITERIA (NON-TEACHING PERSONNEL)</b>	<b>BREAKDOWN OF POINTS</b>	
	<b>SG 1-9 (Non-General Services)</b>	<b>SG 10-23 and SG 27</b>
a. Education	5	5
b. Training	5	10
c. Experience	20	15
d. Performance	20	20
e. Outstanding Accomplishment	10	10
f. Application of Education	10	10
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>

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CRITERIA (RELATED-TEACHING POSITION - GUIDANCE COUNSELOR)	BREAKDOWN OF POINTS
	SG 11-15
a. Education	10
b. Training	10
c. Experience	10
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>

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.

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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. 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 expenses relative to this activity shall be charged against local funds/MOOE subject to the existing accounting and auditing rules and regulations.
9. 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:

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

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    PROMOTION    SELECTION

SRHB/ DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING, RELATED-TEACHING AND SCHOOL ADMINISTRATION POSITIONS 181 June  
18, 2024

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**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)	
<b>ADMINISTRATIVE OFFICER II</b>	3	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Preferably computer literate knowledgeable in recruitment, handling employees records, compensation and benefits and other HR related tasks/Property custodian who understand procurement of supplies, materials and equipments/financial management and general administrative support	<b>BAYANAN ES MAIN - ELEMENTARY</b>
		11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Preferably computer literate knowledgeable in recruitment, handling employees records, compensation and benefits and other HR related tasks/Property custodian who understand procurement of supplies, materials and equipments/financial management and general administrative support	<b>MBHS SUCAT ANNEX</b>
		11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Preferably computer literate knowledgeable in recruitment, handling employees records, compensation and benefits and other HR related tasks/Property custodian who understand procurement of supplies, materials and equipments/financial management and general administrative support	<b>TNHS - JHS</b>

**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)	
<b>ADMINISTRATIVE ASSISTANT II</b>	1	8	19,744.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant to MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	Preferably have experience in execution and accountability data and documents under financial reports and payments, knowledgeable in financial entry and have accounting experience.	<b>SDO OFFICE - OSDS (Accounting Unit)</b>
	2	8	19,744.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant to MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	Preferably computer literate for clerical tasks with human resource management experience, knowledgeable in cash collection, cash disbursement and can act as technical support for the Administrative Officer II/HR in-charge of the School	<b>Senior High School</b>
	2	8	19,744.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant to MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	Preferably computer literate for clerical tasks with human resource management experience, knowledgeable in cash collection, cash disbursement and can act as technical support for the Administrative Officer II/HR in-charge of the School	<b>Elementary</b>

**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)	
<b>ADMINISTRATIVE AIDE VI</b>	6	6	17,553.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant to MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	<p>Preferably computer literate with knowledge in cash collection, cash disbursement, cash payment, cash remittances, and liquidation report - <b>FOR CASH UNIT</b></p> <p>Preferably computer literate for clerical tasks, with experience and knowledge in conducting inventory of physical properties, supplies, materials, and equipment, in maintaining proper storage and delivery - <b>FOR SUPPLY UNIT</b></p> <p>Preferably computer literate for clerical tasks and with human resource management experience - <b>FOR PERSONNEL UNIT</b></p> <p>Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit/secretariat. - <b>FOR ADMIN, ASDS, SDS OFFICE</b></p>	<b>SDO OFFICE - OSDS</b>

**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)	
<b>ADMINISTRATIVE ASSISTANT III</b>	2	11	21,211	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant to MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	Preferably computer literate for clerical tasks/with experience in administrative support	<b>SDO OFFICE - OSDS</b>
								Preferably computer literate with knowledge in cash collection, cash disbursement, cash payment, cash remittances, and liquidation report. Have experience in execution and accountability data and documents under financial reports and payments, knowledgeable in financial entry and have accounting experience.	<b>MNHS - JUNIOR HS (FINANCE)</b>

**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)	
<b>ENGINEER III</b>	1	19	51,357.00	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.	<b>SGOD</b>



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

**QUALIFICATION STANDARDS  
(SCHOOL ADMINISTRATION POSITION)**

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)	
<b>SCHOOL PRINCIPAL II</b>	1	20	57,347.00	Bachelor's Degree in 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)		<b>SENIOR HS</b>