



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

2024-7142-HR 69-20

Office of the Schools Division
Superintendent

SEP 13 2024

MEMORANDUM

No. 264, s. 2024

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR SCHOOL
ADMINISTRATION, RELATED-TEACHING AND NON-TEACHING VACANT
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 School Administration, Related-Teaching and Non-Teaching Vacant Positions.
2. Please see the attached **Enclosure No. 1** for the list of items and qualification standards of the available vacant positions. Failure to meet the minimum **Qualification Standards** for 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 **September 23, 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 downloaded through 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;
 - 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;



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- 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 downloaded through 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.
- l. Background Investigation Waiver (Can be downloaded through this link: <https://tinyurl.com/Files-Application>)

4. 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.

5. 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 (RELATED-TEACHING POSITION – PUBLIC SCHOOLS DISTRICT SUPERVISOR)	BREAKDOWN OF POINTS
	SG 16-23
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishment	5
f. Application of Education	15
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
TOTAL:	100

UN-2024-264



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
depd-muntinlupa.com



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CRITERIA (SCHOOL ADMINISTRATION - PRINCIPAL I & ASSISTANT SCHOOL PRINCIPAL II)	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 Learning & Development	10
h. Potential (Written Test, BEI)	15
TOTAL:	100

CRITERIA (NON-TEACHING PERSONNEL)	BREAKDOWN OF POINTS	
	SG 1-9 (Non-General Services)	SG 10-23 and SG 27
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
TOTAL:	100	100

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.

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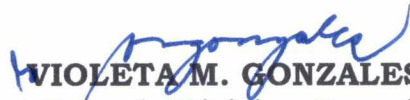


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9. Immediate and wide dissemination of the Memorandum is earnestly desired.


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. 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 THE VACANT POSITIONS OF PUBLIC SCHOOLS DISTRICT SUPERVISOR,
ASSISTANT SCHOOL PRINCIPAL II UNDER SENIOR HIGH SCHOOL AND PRINCIPAL I UNDER ELEMENTARY LEVEL **264** September 9, 2024

264

NUM-2024-264



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**QUALIFICATION STANDARDS
(RELATED-TEACHING 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)	
PUBLIC SCHOOLS DISTRICT SUPERVISOR	1	22	74, 836.00	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training	Five years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)		SDO - CID

**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)	
ASSISTANT SCHOOL PRINCIPAL II	1	19	53,873.00	Bachelor's degree in education or its equivalent with a major or minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ Teacher/ RA 1080		MBHS SA Senior High School
SCHOOL PRINCIPAL I	1	19	53,873.00	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)		PES Elementary

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)	
CASHIER I	1	10	24, 381.00	Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	<p>Have basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</p> <p>Knowlegable in the preparation of vouchers for check payments, payrolls, stipends and other payments to employees</p> <p>Knowlegable in prapARATION of reports such as collection, disbursements, and payrolls, make deposits and withdrawal of cash for salary and wages</p> <p>Can coordinate with the bank may perform other duties of a regular or special nature as may be assigned by the School Head</p>	PEDHS Junior High School
ADMINISTRATIVE ASSISTANT III	1	9	22, 219.00	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 MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	<p>Have basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</p> <p>Preferably have experience in financial transactions recording, accounting experience and bookeping</p>	SDO - OSDS Accounting Unit
	1							<p>Preferably computer literate for clerical tasks with human resource management experience, knowlegable in cash collection, cash disbursement and can act as technical support for the Administrative Officer II/HR in-charge of the School</p>	
ADMINISTRATIVE AIDE VI	4	6	18, 255.00	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 MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	<p>Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit/secretariat.</p>	SDO - OSDS

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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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.