



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 20 2024

MEMORANDUM

No. 271, s. 2024

DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR TEACHING POSITIONS UNDER THE SENIOR HIGH SCHOOL LEVEL 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 Teaching positions under the Senior High School level.
2. Please see the attached **Enclosure No. 1** for the list of items and qualification standards of Teaching Position under Senior High School Level. Failure to meet all the four **Qualification Standards** of the position applied for will lead to disqualification.
3. In connection with the aforementioned activity, as this Office opens new available items, qualified applicants who are part of the previous Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA) under Teacher III – HUMSS, Teacher II – HUMSS and ABM, that was posted on July 22, 2024, **are already included in the pool of applicants and may submit additional documents that could enhance their score.**
4. All applications including a Letter of Intent must be submitted to the School Level Committee to be stamped “Received” not later than **September 30, 2024, 5:00 PM**. Late Submission will not be accepted. The pertinent documents must be fastened in a **long green folder 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.
 - 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.

NUM-2024-271



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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 the 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/SHSApplication2024Batch3>. All applications including a Letter of Intent must be submitted to the Division Record Unit to be stamped "Received" **not later than October 1, 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.**
6. 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.
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. **Qualified applicants for Teacher II and III Senior High School Teaching Positions shall be assessed based on the criteria set forth in Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective SY 2016-2017, stipulated in DepEd Order No. 3 and 32, s. 2016, and DepEd Order No. 51, s. 2017.** It shall follow the procedure for the School Level Committee to Level 2 Sub-Committee, then to the Division HRMPSB, **except for the Qualified Applicants 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.**



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The point system is as follows:

CRITERIA (Senior High School Teacher II & III Position)	BREAKDOWN OF POINTS			
	Academic and Core Subjects (Groups I-A, I-B, IC, I-D, II, III-A and III-B)	TVL Groups IVA, IV-B, IVC and IV-D	Arts and Design Group V	Sports Group VI
a. Education	20	15	15	15
b. Teaching/Industry/ Workplace Experience	15	20	20	20
c. Specialized Training	10	20	15	15
d. Interview	15	15	15	15
e. English Communication Skills	10	5	5	5
f. Portfolio/Outstanding Achievements	10	10	15	15
g. Demonstration Teaching	20	15	15	15
TOTAL:	100	100	100	100

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

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.

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

13. 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 as stated.

References:

DepEd Order No. 07, 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 TEACHING POSITIONS UNDER THE SENIOR HIGH SCHOOL LEVEL FOR SY 2024-2025/ 271/ September 9, 2024

NUM-2024-271



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ENCLOSURE 1

QUALIFICATION STANDARDS

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)	16	11	28, 512.00	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 - ABM)	15	11	28, 512.00	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

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 - STEM)	16	11	28, 512.00	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	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
Teacher I - (Senior High School - TVL)	16	11	28, 512.00	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)	10	11	28, 512.00	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

QUALIFICATION STANDARDS

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)	10	11	28, 512.00	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	<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

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 - HUMSS	15	12	30, 705.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in 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>	Preferably English and AP Subject	Senior High School
Teacher II - STEM	13	12	30, 705.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in 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

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 - ABM	12	12	30, 705.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in 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 II - TVL	10	12	30, 705.00	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	<p>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</p> <p>Applicants for contractual position: None Required</p> <p>Practitioners (part-time only): None Required</p>		Senior High School
Teacher II - SPORTS	5	12	30, 705.00	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	4 hours of training relevant to the courses in the Strand	1 year relevant teaching/ industry work experience	<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

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 - ARTS & DESIGN	5	12	30, 705.00	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	4 hours of training relevant to the courses in the track	1 year relevant teaching/ industry work experience	<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

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 III HUMSS	5	13	32, 870.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject	4 hours of training relevant to the subject area of specialization	1 year relevant teaching/ industry work experience	<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 III TVL	1	13	32, 870.00	Bachelor's degree; or completion of technical-vocational courses(s) in the area of specialization	At least NC II + TMC I *Appropriate to the specialization	1 year of relevant teaching or 1 year of industry work experience	<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

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

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.