



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 325, s. 2024

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR
NON-TEACHING 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 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 Records Unit**, to be stamped "Received" not later than **December 2, 2024, 5:00 PM**. Late Submission will not be accepted. The following documents must be submitted:

- 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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- 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. All applicants must fill out the form at <https://tinyurl.com/SA-TR-NTP-NOVCALL> not later than **December 2, 2024 5:00 PM**. **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.**



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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 (Non-Teaching Personnel)	BREAKDOWN OF POINTS	
	General Services	SG 1-9 (Non-General Services)
a. Education	5	5
b. Training	5	5
c. Experience	20	20
d. Performance	10	20
e. Outstanding Accomplishment	5	10
f. Application of Education	0	10
g. Application of L&D	0	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20
TOTAL:	100	100

6. 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.

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. The appointing officer/authority shall be guided by the report of the HRMP SB'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.



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9. Please note that the Head of Agency is defined in DepEd Order No. 19, s. 2022, refers to the highest authority within each governance level, as follow:

GOVERNANCE LEVEL	HEAD OF OFFICE
Central Office	Secretary
Regional Office	Regional Director
Schools Division Office, Schools and Community Learning Centers	Schools Division Superintendent

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

11. 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)*

Enclosure No. 3 - Calendar Activities

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 POSITIONS 325/November 12, 2024



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

**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)	
ADMINISTRATIVE ASSISTANT III	1	SG 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	Preferably have experience in financial transactions recording, accounting experience and bookeping - FOR ACCOUNTING UNIT	ANTICIPATED VACANCY OSDS - BUDGET UNIT
ADMINISTRATIVE ASSISTANT II	1	align="center">SG 8	align="right">20,534.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	align="center">4 hours of relevant training	align="center">1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	Preferably computer literate for clerical tasks with human resource management experience, knowledgable in cash collection, cash disbursement and can act as teachnical support for the Administrative Officer II/HR in-charge of the School	MNHS - JUNIOR HS
	1								MNHS - SENIOR HS
ADMINISTRATIVE AIDE VI	1	SG 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	Preferably computer literate for clerical tasks, with experience in administrative support to act as secretariat and frontline of the office unit/secretariat.	SDO OFFICE - OSDS

**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)	
SECURITY GUARD II	1	SG 5	17,205.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. - Cat.II)		MNHS JHS
SECURITY GUARD I	2	SG 3	15,265.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. - Cat.II)		MNHS JHS



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ENCLOSURE 2

Timeline of Activity

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR
NON-TEACHING POSITIONS**

DATE	ACTIVITIES
November 20, 2024 - December 2, 2024	Publication and posting of vacancies for available Positions; Submission of Application to the Division Record Unit
December 3-4, 2024	Initial Evaluation of Documents vis-à-vis qualification standard
December 5, 2024	Posting and releasing of Initial Evaluation Results to https://deped-muntinlupa.com
December 6, 2024 December 9, 2024	Open Ranking and Interview
December 10, 2024	Creation of Comparative Assessment Result (CAR) and Submission to HRMPSB
December 11-13, 2024	Submission of Comparative Assessment Result (CAR) and Submission to the Office of the SDS
December 18, 2024	Posting of Comparative Assessment Result (CAR) to https://deped-muntinlupa.com

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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	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