



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

Office of the Schools Division  
Superintendent

JAN 10 2025

**MEMORANDUM**

No. 009, s. 2024

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR  
NON-TEACHING AND RELATED-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 and Related-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 **January 21, 2025, 5:00 PM**. Late Submission will not be accepted. The hard copy of the documents must be fastened in a **pink 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 - **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. (The said form 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;
  - 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;
  - 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**. (The said form 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.
4. All applicants must fill out the form at <https://tinyurl.com/SA-NTP-RT-2025> not later than **January 21, 2025, 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.**
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)	SG 10-23 and SG 27
a. Education	5	5	5
b. Training	5	5	10
c. Experience	20	20	15
d. Performance	10	20	20
e. Outstanding Accomplishment	5	10	10
f. Application of Education	0	10	10
g. Application of L&D	0	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20
<b>TOTAL:</b>	<b>100</b>	<b>100</b>	<b>100</b>





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CRITERIA (RELATED-TEACHING POSITION: GUIDANCE COUNSELOR, PUBLIC SCHOOLS DISTRICT SUPERVISOR)	BREAKDOWN OF POINTS	
	SG 11-15	SG 16-23 and SG 27
a. Education	10	10
b. Training	10	10
c. Experience	10	10
d. Performance	20	20
e. Outstanding Accomplishment	10	5
f. Application of Education	10	15
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>

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 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. For multiple vacancies, the appointing officer/authority shall select highlighted top candidates as determined by the HRMPSB, computed by multiplying the number of vacant plantilla items by a factor of five.

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



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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 - Calendar Activities

Enclosure No. 3 - 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   RECRUITMENT   PROMOTION   SELECTION

SRHB/AMF-DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING AND RELATED-TEACHING POSITIONS 009/January 06, 2025

NUM-2025-009



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



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)	
<b>ADMINISTRATIVE ASSISTANT II</b>	1	8	20,534.00	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 (Sub-professional)/ First Level Eligibility	Have experienced in budget reports and knowledgeable in Accounting Financial Management	<b>Anticipated Vacancy MBHS - MAIN</b>
<b>ADMINISTRATIVE ASSISTANT I</b>	1	7	19,365.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Have experienced in budget reports and knowledgeable in Accounting Financial Management	<b>OSDS - BUDGET UNIT</b>
<b>ADMINISTRATIVE AIDE IV</b>	1	4	16,209.00					Preferably computer literate for clerical tasks, with experience in administrative support to act frontline of the office unit/secretariat.	<b>MNHS JHS</b>

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

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>	<b>1</b>	11	28,512.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Preferably computer literate, knowledgeable in recruitment, handling employees records, compensation and benefits, and other HR related tasks. Knowledgeable in financial management, and general administrative support.</b>	<b>SESM</b>
	<b>1</b>								<b>BES UNIT 1</b>

# **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)	
<b>GUIDANCE COUNSELOR I</b>	4	11	28,512.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		MSHS - JUNIOR HS
									MBHS
									MNHS JHS
									PEDHS
<b>GUIDANCE COUNSELOR III</b>	1	13	32,870.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		MNHS - JUNIOR HS
<b>GUIDANCE COUNSELOR II</b>	8	12	30,705.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		SENIOR HS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
<b>PUBLIC SCHOOLS DISTRICT SUPERVISOR</b>	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)		<b>SDO - CID</b>





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ENCLOSURE 2

ACTIVITY CALENDAR

DATE	ACTIVITIES
January 10, 2025 - January 21, 2025	Publication and posting of vacancies for available Positions; Submission of Application to the Division Record Unit
January 22-27, 2025	Initial Evaluation of Documents vis-à-vis qualification standard
January 28, 2025	Posting and releasing of Initial Evaluation Results to <a href="https://deped-muntinlupa.com">https://deped-muntinlupa.com</a>
January 29-30, 2025	Open Ranking and Interview
February 3-4, 2025	Creation of Comparative Assessment Result (CAR) and signing of members of HRMPSB
February 10, 2025	Submission of Comparative Assessment Result (CAR) and Submission to the Office of the SDS
February 12, 2025	Posting of Comparative Assessment Result (CAR) to <a href="https://deped-muntinlupa.com">https://deped-muntinlupa.com</a>



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 - <b>NOTARIZE</b>			
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