



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 04 2025

MEMORANDUM

No. 048, s. 2025

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR
TEACHER I POSITIONS IN ALL LEVELS FOR SY 2025-2026**

To: OIC-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 Teacher I positions under the Elementary, Junior High and Senior High School Levels for SY 2025-2026.
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 School Level Committee, to be stamped "Received" not later than **February 20, 2025, 5:00 PM**. Late submission will not be accepted. The hard copy of the documents must be fastened in a **long white folder for Elementary Level, yellow folder for Junior High School Level, and green folder for Senior High School Level 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**.
 - 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;
 - 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, if available;



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- 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 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), **attested by School HR.** (Can be download in this link: <https://tinyurl.com/Files-Application> please check the Annex C) **The Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted as required under Section 20 (j) of DO 007, 2. 2023 shall no longer require to be notarized.** The document shall henceforth be required to be sworn before any public officer authorized to administer oath pursuant to Book I, chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755.
 - 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.
4. The Administrative Officer II/HR-in-charge must fill out the form at <https://tinyurl.com/T1ApplicationsSY2025-2026>. All applications including a Letter of Intent must be submitted to the Division Record Unit to be stamped "Received" **not later than February 21, 2025, 5:00 PM.** Late submission will not be accepted. If the applicant's information was not encoded to the provided link, the Administrative Officer II/HR-in-charge would be held accountable.
5. Applications for Junior High School level specialization must be submitted to either Integrated or Secondary schools.

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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. Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 007, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, "to wit:

The point system is as follows:

CRITERIA	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

8. **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.**

9. The CAR-RQA for Teacher I positions intended for a specific school year shall be valid only for the duration of the school year for which it was prepared. It shall be utilized in filling up positions that are created or vacated within the school year; provided that the HRMPSB shall re-convene to deliberate and update CAR-RQA by identifying the candidates who were already appointed.

10. 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.



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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.
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. The above-mentioned activity will be put as utmost priority for all the members of the Human Resource Merit and Promotion Selection Board and School Level Committee.
14. 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:


FLORANTE C. MARMETO

Chief Education Supervisor
Officer-in-Charge

Encls:

- Enclosure No. 1 - CSC Minimum Qualification Standards
- Enclosure No. 2 - Timeline of Activities for Teacher I Positions in All Levels
- Enclosure No. 3 - Checklist of Requirements with Omnibus Certification and Waiver *(to be accomplished by the applicants)*
- Enclosure No. 4 - Compositions and Functions of Division and School Sub-Committee

References:

DepEd Order No. 007, s. 2023; DepEd Order No. 21, s. 2024

To be indicated in the Perpetual of Index
under the following subjects:

EVALUATION RECRUITMENT SELECTION

SRHB/AMF- DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR TEACHER I POSITIONS UNDER ELEMENTARY AND JUNIOR HIGH
SCHOOL LEVEL 048/February 3, 2025

NUM-2025-048

ENCLOSURE 1

QUALIFICATION STANDARDS

Position Title (Parenthetical Title, if applicable)	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
			Education	Training	Experience	Eligibility	Competency (if applicable)	
TEACHER I (ELEMENTARY LEVEL)	11	30,024.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)		Elementary School
TEACHER I (JUNIOR HIGH LEVEL)	11	30,024.00	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)	Preferably with specialization in: - EsP/Values - Aralin Panlipunan/Social Studies - MAPEH - Mathematics	Junior High School

QUALIFICATION STANDARDS

Position Title (Parentetical Title, if applicable)	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
			Education	Training	Experience	Eligibility	Competency (if applicable)	
TEACHER I - (SHS - HUMSS)	11	30,024.00	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 - (SHS - ABM)	11	30,024.00	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 - (SHS - STEM)	11	30,024.00	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)	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
			Education	Training	Experience	Eligibility	Competency (if applicable)	
TEACHER I - (SHS - TVL)	11	30,024.00	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	<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 a contractual position: None Required</p> <p>Practitioners (part -time only): None required</p>		Senior High School
TEACHER I - (SHS - SPORTS)	11	30,024.00	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	<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



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ENCLOSURE 2

Timeline of Activities for Teacher I Positions in All Levels

DATE/ TIME/ VENUE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
February 4-20, 2025 8:00 AM – 5:00 PM	Publication and Posting of Vacancies for Teacher I Positions under Elementary, Junior High and Senior High School Level. Acceptance of Application	HR Personnel School Sub-Committee
February 21, 2025 8:00 AM – 5:00 PM	Submission of Application to the Division Record Unit of School Level Committee	School Sub-Committee
February 23-27, 2025 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standard	Personnel Unit with School HR
March 3, 2025 5:00 PM	Posting and releasing of Initial Evaluation Results to https://deped-muntinlupa.com	SDO HRMO/SDO Record Unit
March 4, 2025 8:30 AM – 10:00 AM (ELEM) 10:30 AM – 12:00 NN (JHS) 1:30 – 3:00 PM (SHS) 1:30 - 4:30 PM SDO ACTIVITY CENTER 4 TH FLOOR	Teacher Reflection (All Levels) TRF Assessment (All Levels)	Applicants Division Personnel Unit Teacher Reflection Sub-committee NCOI Assessors
March 5, 2025 8:30 A.M - 5:00 PM ELEMENTARY LEVEL MUNTINLUPA ELEMENTARY SCHOOL March 6, 2025 8:30 A.M – 5:00 PM JHS and SHS MUNTINLUPA SCIENCE HIGH SCHOOL	Classroom Demonstration Teaching	Applicants Division Personnel Support Staff Classroom Demonstration Teaching Sub-committee

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



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ENCLOSURE 4

**Compositions and Functions of Division and
School Sub-Committee**

LEVEL	COMPOSITION	FUNCTIONS
School Selection Sub-Committee (Teacher I)	School Head Head Teachers Master Teachers School AO	<ul style="list-style-type: none">• Assist in the Acceptance of Application based on the checklist of requirements.• Prepare Initial Evaluation Result (IER) and submit to the Division HRMO for consolidation.• Evaluate documents of applicant (ETEE)• Submit application documents with the attached IES
Division Selection Sub-Committee (Teacher I)	Public Schools District Supervisors Education Program Supervisors School Heads Head Teachers and Master Teachers (JHS and SHS) Master teacher (Elem)	<ul style="list-style-type: none">• Conduct of Demonstration Teaching.• Assess the Teacher Reflection Form of applicants and submit the result to the HRMO for consolidation.
Division HRMPSB	HRMPSB Chair CID Chief Administrative Officer V HRMO President of Munpfest President of Principal Association	<ul style="list-style-type: none">• Oversee the overall hiring procedure.• The HRMPSB shall maintain accountability for the results of the comparative assessment of applicants.

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