

### Republic of the Philippines Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division Superintendent

MAR 03 2025

MEMORANDUM No. 106, s. 2025

# OPEN RANKING, DEMONSTRATION TEACHING, AND TEACHER REFLECTION FOR ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL TEACHER I APPLICANTS 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 Open Ranking, Demonstration Teaching, and Interview for Qualified Elementary, Junior High School and Senior High School Teacher I Applicants for SY 2024 2025.
- 2. Attached is the enclosure of the abovementioned-activity schedule, location, names of  $2^{nd}$  Level Sub-Committee and HRMPSB members. Applicant will receive an email indicating their schedule.
- 3. All expenses relative to this activity shall be charged against MOOE/local funds subject to the existing accounting and auditing rules and regulations.
- 4. Immediate and wide dissemination of this Memorandum is desired.

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

Enclosure: As stated

To be indicated in the Perpetual of Index

under the following subjects:

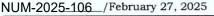
Evaluation

Recruitment

Hiring

Selection

106 AMF/OPEN RANKING, DEMONSTRATION TEACHING, AND TEACHER REFLECTION FOR ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL TEACHER I APPLICANTS FOR SY 2024 – 2025





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#### Republic of the Philippines Department of Education

NATIONAL CAPITAL REGION SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

ENCLOSURE 1

#### TIMELINE OF ACTIVITIES FOR TEACHER I POSITIONS IN ALL LEVELS

DATE/ TIME/ VENUE March 4, 2025	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
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 <sup>TH</sup> 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	Classroom Demonstration Teaching	Applicants  Division Personnel Support Staff  Classroom Demonstration Teaching Sub-committee





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**ENCLOSURE 2** 

#### 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> <li>Assist in the Acceptance of Application based on the checklist of requirements.</li> <li>Prepare Initial Evaluation Result (IER) and submit to the Division HRMO for consolidation.</li> <li>Evaluate documents of applicant (ETEE)</li> <li>Submit application documents with the attached IES</li> </ul>
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> <li>Conduct of Demonstration Teaching.</li> <li>Assess the Teacher Reflection Form of applicants and submit the result to the HRMO for consolidation.</li> </ul>
Division HRMPSB	HRMPSB Chair CID Chief Administrative Officer V HRMO President of Munpfest President of Principal Association	<ul> <li>Oversee the overall hiring procedure.</li> <li>The HRMPSB shall maintain accountability for the results of the comparative assessment of applicants.</li> </ul>







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ENCLOSURE 2.a

### HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

No	FULL NAME	POSITION	DESIGNATION	DATE/TIME/VENUE
1	Dr. Lilia A. Ricero	OIC- ASDS	Head where the vacancy exists	March 4, 2025 1:00 PM 4th Floor SDO Activity
2	Ms. Ma. Regaele A. Olarte	OIC - Chief, SGOD	Chairman	Center
3	Dr. Florante C. Marmeto	Chief, CID	Member	March 5, 2025
4	Ms. Noemi A. Valdez	Administrative Officer V	Member	8:30 A.M - 5:00 PM Muntinlupa Elementary
5	Ms. Angela M. Francisco	HRMO	Member	School
6	Dr. Ador B. Querubin	President, MPSHA	Member	March 6, 2025 8:30 A.M - 5:00 PM
7	Mr. Hilario G. Canasa	President PESPA	Member	Muntinlupa Science High School
8	Mr. Arsenio S. Medenilla	President, MUNPFEST	Member	

No	FULL NAME	POSITION	DESIGNATION	DATE/TIME/VENUE
1	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat	March 4, 2025 1:00 PM 4th Floor SDO Activity
2	Ms. Ruth F. Arciaga	Administrative Assistant I	Support Staff	Center  March 5, 2025 8:30 A.M - 5:00 PM Muntinlupa Elementary School  March 6, 2025 8:30 A.M - 5:00 PM Muntinlupa Science High School
3	Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff	
4	Mr. Dunn Luvik Mandigal	Administrative Assistant I	Support Staff	

#### HRMPSB SUB-COMMITTEE

NAME	POSITION	DATE/TIME/VENUE
		March 4, 2025 1:00 PM 4th Floor SDO Activity Center
Supervisors, School Heads/O	All Education Program Supervisors, Public Schools District Supervisors, School Heads/OIC-School Heads, and Master Teachers and Head Teachers available in the venue.	
		March 6, 2025 8:30 A.M - 5:00 PM
		Muntinlupa Science High School



