



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 2nd 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.


VIOLETA M. GONZALES

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

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

NUM-2025-106_/February 27, 2025

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ENCLOSURE 1

TIMELINE OF ACTIVITIES FOR TEACHER I POSITIONS IN ALL LEVELS

DATE/ TIME/ VENUE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
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



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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 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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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 Center
2	Ms. Ma. Regale A. Olarte	OIC - Chief, SGOD	Chairman	
3	Dr. Florante C. Marmeto	Chief, CID	Member	
4	Ms. Noemi A. Valdez	Administrative Officer V	Member	March 5, 2025 8:30 A.M - 5:00 PM Muntinlupa Elementary School
5	Ms. Angela M. Francisco	HRMO	Member	
6	Dr. Ador B. Querubin	President, MPSHA	Member	
7	Mr. Hilario G. Canasa	President PESPA	Member	March 6, 2025 8:30 A.M - 5:00 PM 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 Center
2	Ms. Ruth F. Arciaga	Administrative Assistant I	Support Staff	
3	Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff	
4	Mr. Dunn Luvik Mandigal	Administrative Assistant I	Support Staff	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

HRMP SB SUB-COMMITTEE

NAME	POSITION	DATE/TIME/VENUE
All Education Program Supervisors, Public Schools District Supervisors, School Heads/OIC-School Heads, and Master Teachers and Head Teachers available in the venue.		March 4, 2025 1:00 PM 4th Floor SDO Activity 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