



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

Office of the Schools Division
Superintendent

MARCH 13, 2025

MEMORANDUM
No. 128, s. 2025

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

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 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 **March 24, 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**. (Specify the position you are applying for);
- 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;

128
NUM-2025-128

28

19



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

- 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 the Division HRMO**. (Can be downloaded through this link: <https://tinyurl.com/Files-Application>) 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 be required 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 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/NTP-Batch2-2025> not later than **March 24, 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.**



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

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

CRITERIA (RELATED-TEACHING POSITION – GUIDANCE COUNSELOR)	BREAKDOWN OF POINTS
	SG 11-15
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishment	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
TOTAL:	100



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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 Office 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



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

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 - HRMPSB

Enclosure No. 2 – Timeline of Activities for Non-Teaching and Related-Teaching Positions

Enclosure No. 3 – Annex C. Checklist of Requirements with Omnibus Certification and Waiver

Enclosure No. 4 - CSC Minimum Qualification Standards

References:

DepEd Order No. 007, s. 2023

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

EVALUATION RECRUITMENT PROMOTION SELECTION

RFA/AMF-DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING AND RELATED-TEACHING POSITIONS
128/March 10, 2025

NUM-2025-128



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

Enclosure 1

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	April 10-11, 2025 8:00 a.m 1st Floor Meeting Room
2	Ms. Ma. Regaele A. Olarte	OIC - Chief, SGOD	Chairman	
3	Ms. Noemi A. Valdez	Administrative Officer V	Member	
4	Ms. Angela M. Francisco	HRMO	Member	
5	Dr. Ador B. Querubin	President, MPSHA	Member	
6	Mr. Arsenio S. Medenilla	President, MUNPFEST	Member	

No	FULL NAME	POSITION	DESIGNATION	DATE/TIME/VENUE
1	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat	April 10-11, 2025 8:00 a.m 1st Floor Meeting Room
2	Ms. Ruth F. Arciaga	Administrative Assistant I	Support Staff	



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

Enclosure 2

**TIMELINE OF ACTIVITIES FOR NON-TEACHING
AND RELATED-TEACHING POSITIONS**

DATE/ TIME/ VENUE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
March 14-24, 2025 8:00 AM – 5:00 PM	Publication and Posting of Vacancies for School Principal, Head Teacher positions and Assistant School Principal II Acceptance of Application Submission of Application to the Division Record Unit	Personnel Unit Records Unit Applicant
March 25, 2025 – April 4, 2025 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standard	HR Personnel
April 7, 2025 5:00 PM	Posting and releasing of Initial Evaluation Results to https://deped-muntinlupa.com	SDO HRMO/SDO Record Unit
April 10-11, 2025 8:00 AM – 5:00 PM	Comparative Assessment (Open Ranking and Interview Written and Skill Test)	Applicants Division Personnel Unit HRMPSB
April 14-18, 2025 8:00 AM – 5:00 PM	Creation of Comparative Assessment Result (CAR) and signing of members of HRMPSB	HR Personnel
April 21-22, 2025 8:00 A.M - 5:00 PM	Submission of Comparative Assessment Result (CAR) to the Appointing Authority	HR Personnel
April 23, 2025 5:00 PM	Posting of Comparative Assessment Result (CAR) to https://deped-muntinlupa.com	SDO HRMO/SDO Record Unit

CHECKLIST OF REQUIREMENTS**Name of Applicant:** _____ **Application Code:** _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
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.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings 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 (Annex C)			
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

QUALIFICATION STANDARDS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
ADMINISTRATIVE ASSISTANT II	1	8	21,448.00	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 (Subprofessional)/ First Level Eligibility	Experienced in budget reporting and knowledgeable in accounting and financial management	MBHS - MAIN

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
SECURITY GUARD I	2	3	15,852.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. - Cat.II)		MNHS JHS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
GUIDANCE COUNSELOR I	4	11	30,024.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		MSHS - JUNIOR HS MBHS MNHS JHS PEDHS
GUIDANCE COUNSELOR III	1	13	34,421.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		MNHS - JUNIOR HS
GUIDANCE COUNSELOR II	8	12	32,245.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		SENIOR HS