



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

**Office of the Schools Division  
Superintendent**

**MEMORANDUM**

No. 147, s. 2025

**ONLINE ORIENTATION ON DEPED ORDER NO. 020, S. 2024 –  
RECRUITMENT, SELECTION, AND APPOINTMENT  
TO HIGHER 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. In view of the issuance of DepEd Order No. 20, s. 2024, titled Recruitment, Selection, and Appointment to Higher Teaching Positions, the School Division Office through the Human Resource Merit Selection Board (HRMPSB) will be conducting an **Online Orientation for School Sub-Committee** on **March 27, 2025**, from **8:30 AM to 12:00 PM**, through the link:

Microsoft Teams: <https://tinyurl.com/ORIENTATIONDO202024>

2. The expected participants include the designated members of the School Sub-Committee, Public Schools District Supervisors, Education Program Supervisors, School Heads, and School Administrative Officers II.
3. Attached are Annex A – *Indicative Program of Activities* and Annex B - *List of Attendees*, for your reference.
4. All expenses relative to this activity shall be charged against MOOE/local funds subject to the existing accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.

For :


**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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By :

  
**DR. LILIA A. RICERO**  
OIC-Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

References: As stated.  
Encl. As stated

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

ORIENTATION      RECRUITMENT      APPOINTMENT      TEACHERS

AMF/DM-ONLINE ORIENTATION ON DO NO. 020, S. 2024 RECRUITMENT, SELECTION, AND APPOINTMENT TO HIGHER TEACHING POSITIONS  
147/March 20, 2025



Republic of the Philippines  
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**Enclosure 1:**

**INDICATIVE PROGRAM OF ACTIVITIES**  
March 27, 2025 8:30 A.M -12:00 P.M via MS Teams

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
8:00 – 8:30 AM	Registration	Registration Committee
8:30 – 8:45 AM	Opening Program National Anthem Prayer	AVP
8:45 – 9:00 AM	Welcome Remarks Inspirational Message	<b>DR. VIOLETA M. GONZALES, CESO VI</b> Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent
9:00 – 9:15 AM	Strategic Direction	<b>DR. LILIA A. RICERO</b> Officer-in-Charge Office of the Assistant Schools Division Superintendent
9:15 – 9:45 AM	Publication and Posting Acceptance and Initial Evaluation	<b>Ms. Angela M. Francisco</b> Administrative Officer IV-HRMO
9:45 – 10:00 AM	Performance Requirements	<b>Ms. Ivy M. Romano</b> Senior Education Program Specialist
10:00 – 10:20 AM	Comparative Assessment	<b>Ms. Ma. Regaele A. Olarte</b> OIC-SGOD Chief
10:20 –11:00 AM	Classroom Observation Indicator	<b>Dr. Florante C. Marmeto</b> CID Chief
11:00 –11:20 AM	Non-Classroom Observation Indicator	<b>Dr. Ador B. Querubin</b> Principal IV
11:20–11:40 AM	Behavioral Event Interview	<b>Dr. Florante C. Marmeto</b> CID Chief
11:40 –12:00 AM	Closing Remarks	<b>Noemi A. Valdez</b> Administrative Officer V



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**Enclosure 2:**

**List of Attendees**

No.	NAME	POSITION	OFFICE
1	Dr. Marissa M. Andanza	Education Program Supervisor	SDO Muntinlupa
2	Mr. Lambert G. Quesada	Education Program Supervisor	SDO Muntinlupa
3	Dr. Leonaida L. Gutierrez	Education Program Supervisor	SDO Muntinlupa
4	Dr. John Albert B. Colle	Education Program Supervisor	SDO Muntinlupa
5	Mr. Edison C. Enerlas	Education Program Supervisor	SDO Muntinlupa
6	Ms. Mariel Eugene L. Luna	Education Program Supervisor	SDO Muntinlupa
7	Dr. Armida S. Oblinada	Education Program Supervisor	SDO Muntinlupa
8	Dr. Liliosa B. Palce	Education Program Supervisor	SDO Muntinlupa
9	Dr. Ma. Carmen D. Solayao	Education Program Supervisor	SDO Muntinlupa
10	Dr. Gina U. Urquia	Education Program Supervisor	SDO Muntinlupa
11	Ms. Clarisa C. Avila	Public Schools District Supervisor	SDO Muntinlupa
12	Dr. Ma. Theresa C. Dela Rosa	Public Schools District Supervisor	SDO Muntinlupa
13	Dr. Ma. Myra E. Namit	Public Schools District Supervisor	SDO Muntinlupa
14	Dr. Jay boy E. Evano	Public Schools District Supervisor	SDO Muntinlupa
15	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor	SDO Muntinlupa
16	Dr. Evangeline M. Aman	Public Schools District Supervisor	SDO Muntinlupa
17	Dr. Eric F. Fungo	Public Schools District Supervisor	SDO Muntinlupa
18	Dr. Ada Trinidad A. Tagle	Public Schools District Supervisor	SDO Muntinlupa



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No.	NAME	POSITION	SCHOOL
1	Dr. Ma. Aurora S. Bartolaba	School Principal IV	Alabang Elementary School
2	Dr. Felipe W. Marapao	School Principal I	Bagong Silang Elementary School
3	Dr. Buena C. Dela Cruz	School Principal II	Bayanan Elementary School Main
4	Dr. Jane May C. Valbuena	School Principal IV	Bayanan Elementary School Unit I
5	Ms. Marie Anne Esmeria	Assistant School Principal II	Buli Elementary School
6	Mrs. Jocelyn Morales	Master Teacher II - OIC	Cupang Elementary School - Annex
7	Ms. Ma. Hazel B. Hernandez	School Principal II	F. De Mesa Elementary School
8	Mr. Edizer S. Laqueo	School Principal II	Cupang Elementary School Main
9	Mr. Alma O. Bituin	Head Teacher III	Filinvest Alabang Elementary School
10	Ms. Rhodora V. Mandap	School Principal III	Itaas Elementary School
11	Dr. Shella C. Navarro	School Principal IV	Muntinlupa Elementary School
12	Dr. Raul T. Felix	School Principal IV	Poblacion Elementary School
13	Mr. Hilario G. Canasa	School Principal I	Putatan Elementary School
14	Dr. Antonio C. Gagala	School Principal III	Soldier's Hills Elementary School
15	Ms. Jennifer S. Joson	School Principal II	Sucat Elementary School Main
16	Ms. Hayde F. Gucor	Master Teacher I - OIC	Sucat Elementary School Zone 3 & 4
17	Ms. Olivia G. Elloso	School Principal II	Tunasan Elementary School
18	Mr. Reynaldo O. Comisario	School Principal I	Victoria Hills Elementary School
19	Dr. Louie M. Valdez	Master Teacher I - OIC	Lakeview Integrated School
20	Mr. Reynante Espeleta	Head Teacher III OIC	Muntinlupa Business High School
21	Ms. Jinky Santos	Assistant School Principal II	Muntinlupa Business High School - Annex
22	Dr. Rosendo Sangalang	School Principal IV	Muntinlupa National High School
23	Dr. Ador B. Querubin	School Principal IV	Muntinlupa Science High School
24	Dr. Antonio B. Rocha	School Principal IV	Pedro E. Diaz High School
25	Dr. Eden C. Binaday	School Principal III	Poblacion National High School
26	Ms. Vilma S. Vilorio	School Principal II	Tunasan National High School
27	Mr. Jason B. Albaro	Head Teacher V	Cupang Senior High School
28	Dr. Jayboy E. Evano	PSDS - OIC	Sucat Senior High School



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No.	NAME	POSITION	SCHOOL
1	Jenny R. Andor	Administrative Officer II	Muntinlupa Elementary School
2	Michael Evan Aguelo	Administrative Officer II	Bayanan Eleme School Main
3	Jason S. Raymundo	Administrative Officer II	Itaas Elementary School
4	Joan Vanesa L. Fuster	Administrative Officer II	Poblacion Elementary School
5	Gina A. Sabado	Administrative Officer II	Putatan Elementary School
6	Julien Raiza Espinosa	Administrative Officer II	Tunasan Elementary School
7	Julie Ann A. Manto	Administrative Officer II	Victoria Hills Elementary School
8	Rachel L. Rodriguez	Administrative Officer II	Soldier's Hills Elementary School
9	Jennifer L. Sabdao	Administrative Officer II	F. De Mesa Elementary School
10	Almira P. Hernandez	Administrative Officer II	Alabang Elementary School
11	Ella Marie A. Collado	Administrative Officer II	Filinvest Alabang Elementary School
12	Ma. Riza R. Dalungan	Administrative Officer II	Bagong Silang Elem School
13	Mark Anthony B. Cayanan	HR In Charge	Bayanan Elem. School Unit I
14	Marie Kieden Zyna L. Herrera	Administrative Officer II	Buli Elementary School
15	Romalyn Milca N. Javier	Administrative Officer II	Cupang Elementary School Annex
16	Ladylyn N. Elchico	Administrative Officer II	Sucat Elementary School Zone 3 & 4
17	Jennielyn A. Manto	Administrative Officer II	Muntinlupa National High School - JHS
18	Lenny C. Belen	Administrative Officer II	Muntinlupa National High School - SHS
19	Maria Teresa P. Dominguez	Administrative Officer II	Tunasan National HS - SHS
20	Thelma V. Medina	Administrative Officer II	Poblacion National High School
21	Ma. Giselle F. Villamayor	Administrative Officer II	Cupang Senior High School
22	Joed D. Espeleta	Administrative Officer II	Lakeview Integrated School
23	Melinda M. Adesna	Administrative Officer II	Muntinlupa Business High School Main
24	Rosalie T. Torres	Administrative Officer II	Muntinlupa Business High School - Annex
25	Nery Ann E. Lorenzo	Administrative Officer II	Alternativew Learning School
26	Grace Rivero	Administrative Officer II	Tunasan National HS - JHS
27	Evangeline Cosare	HR In Charge	Muntinlupa Science High School
28	Rocille Mendoza	Administrative Assisant II	Sucat Senior High School
29	Pamela D. Baldo	Administrative Officer II	Cupang Elementary School