



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

Office of the Schools Division
Superintendent

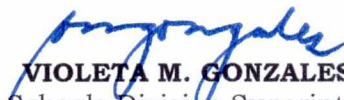
JUN 03 2025

MEMORANDUM
No. **250**, s. 2025

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING,
RELATED-TEACHING and SCHOOL ADMINISTRATION 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. Pursuant to DepEd Order No. 019, s. 2022, titled, the DepEd Merit Selection Plan, this Office, through the Human Resource Merit and Promotion Selection Board (HRMPSB), invites applicants for Non-Teaching, Related-Teaching, and School Administration positions.
2. This activity aims to ensure a fair, transparent, and merit-based recruitment, selection, and appointment process for various positions, aligned with DepEd Order No. 007, s. 2023, and to attract highly qualified applicants who will contribute to the advancement of quality education in the Schools Division Office of Muntinlupa.
3. Interested applicants, whether internal or external, must meet the Civil Service Commission Qualification Standards, DepEd Requirements, and competency-based qualifications relevant to the position.
4. Please see the following enclosures for reference.
 - Enclosure No. 1 – Important Reminders
 - Enclosure No. 2 - Timeline of Activities
 - Enclosure No. 3 - Composition of HRMPSB
 - Enclosure No. 4 - Annex C. Checklist of Requirements with Omnibus Certification and Waiver
 - Enclosure No. 5 - CSC Minimum Qualification Standards
5. All expenses relative to this activity shall be charged against the 2025 MOOE, subject to the existing accounting and auditing rules and regulations.
6. 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

Enclosure: As stated.

References:

DepEd Order No. 007, s. 2023

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

EVALUATION RECRUITMENT PROMOTION SELECTION

AMF/DM-DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING, RELATED-TEACHING and SCHOOL
ADMINISTRATION POSITIONS

250/May 29, 2025

NUM-2025-250



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

A-6316

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Enclosure 1

Important Reminders

1. Please see attached enclosures 3 and 4 for the list of items and qualification standards of the available positions. Failure to meet the minimum Qualification Standards of the position applied for will result in disqualification.
2. Ensure all documents relative to the application must be submitted to the **Division Records Unit**, to be stamped "*Received*" not later than **June 16, 2025, 5:00 PM**.
3. Late submission will not be accepted. The hard copy of the documents must be fastened in **a blue folder for SECURITY GUARD I, ADAS II-III and AO II, white for GC and PSDS, and red for HT and School Principal**, 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/NTPRT2025>)
 - 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;
 - 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 Division HRMO. (Can be downloaded using this link: <https://tinyurl.com/Files-Application>. Please refer to 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 may be notarized before a notary public or any public officer authorized to administer oath, pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act No. 6733 and as further amended by RA 10755.



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- 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/NTPRT2025> not later than **June 16, 2025, 5:00 P.M.** **Failure to completely fill out the online application 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.**
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	BREAKDOWN OF POINTS (Non- Teaching Positions)		BREAKDOWN OF POINTS (Related Teaching Positions)	
	SG 1-9 (Non-General Services) (SG, ADAS2 and ADAS3)	SG 10-23 and SG 27 (AO II)	SG 10-15 (GC I -III)	SG 16-22 (PSDS)
a. Education	5	5	10	10
b. Training	5	10	10	10
c. Experience	20	15	10	10
d. Performance	20	20	20	20
e. Outstanding Accomplishments	10	10	10	5
f. Application of Education	10	10	10	15
g. Application of L&D	10	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	20	20
TOTAL:	100	100	100	100

CRITERIA	BREAKDOWN OF POINTS (School Administration) (School Principal and Head Teacher)
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI,)	15
TOTAL:	100



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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



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Enclosure 2

TIMELINE OF ACTIVITIES

DATE/ TIME/ VENUE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
June 3, 2025	Publication and Posting of Vacancies for Non-Teaching and Related Teaching Positions	Personnel Unit Records Unit
June 3-16, 2025	Acceptance of Application	Records Unit
On or before June 16, 2025	Submission of Application to the Division Record Unit	Applicant Records Unit
June 16-18, 2025 8:00 AM – 5:00 PM	Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit	OSDS
June 18-27, 2025 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standards	HR Personnel
June 30, 2025 5:00 PM	Posting and release of the Initial Evaluation Results, which can be accessed at https://deped-muntinlupa.com	SDO HRMO/SDO Record Unit
July 2, 2025 ADMINISTRATIVE OFFICER II ADMINISTRATIVE ASST. II & III SECURITY GUARD I July 3, 2025 GUIDANCE COUNSELOR I, II, III PSDS July 4, 2025 SCHOOL PRINCIPAL HEAD TEACHER III & HEAD TEACHER V	Written Examination and Skill Test 8:00 AM – 9:30 AM SDO 4 th Floor Open Ranking and Interview 10:00 AM – 5:00 PM SDO 1 st Floor Meeting Room	Applicants Division Personnel Unit HRMPSB
July 7-11, 2025 8:00 AM – 5:00 PM	Creation of the Comparative Assessment Result (CAR) and signing by the members of the HRMPSB	HR Personnel
July 14-17, 2025 8:00 A.M - 5:00 PM	Submission of Comparative Assessment Result (CAR) to the Appointing Authority	HR Personnel
July 18, 2025 5:00 PM	Posting of Comparative Assessment Result (CAR) to https://deped-muntinlupa.com	SDO HRMO/SDO Record Unit



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Enclosure 3

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
For NON-TEACHING POSITIONS
(Security Guard I, Administrative Assistant II, Administrative Assistant III, and
Administrative Officer II)

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	OIC - ASDS	Chairperson
2	Ms. Ma. Regaele A. Olarte	OIC - Chief, SGOD	Member
3	Ms. Noemi A. Valdez	Administrative Officer V	Member
4	Ms. Angela M. Francisco	HRMO	Member
5	Atty. Erness Faith J. Regacho-Espanto / Mr. Melanio San Jose Jr.	Attorney III, President NEU Muntinlupa PDO I, Vice President NEU Muntinlupa	Member
6	School Head PEDHS and MBHS (Where the vacancy exists)		

Below are the members of the secretariat and support staff: as follows;

No	FULL NAME	POSITION	DESIGNATION
1	Ms. Angelica M. Cachuela	Senior Administrative Assistant II	Secretariat
2	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
3	Ms. Dulce B. Samson	Administrative Assistant III	Support Staff
4	Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff



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HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
For RELATED TEACHING POSITIONS
(Guidance Counselor and Public Schools District Supervisor)

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	OIC - ASDS	Chairperson
2	Ms. Ma. Regale A. Olarte	OIC - Chief, SGOD	Member
3	Ms. Noemi A. Valdez	Administrative Officer V	Member
4	Ms. Angela M. Francisco	HRMO	Member
5	Dr. Ador B. Querubin	SP IV President, MPSHA	Member
6	Mr. Arsenio S. Medenilla	President, MunFPEST	Member
7	Dr. Florante C. Marmeto	CID, Chief	(Where the vacancy exists)

Below are the members of the secretariat and support staff: as follows;

No	FULL NAME	POSITION	DESIGNATION
1	Ms. Angelica M. Cachuela	Senior Administrative Assistant II	Secretariat
2	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
3	Ms. Dulce B. Samson	Administrative Assistant III	Support Staff
4	Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff



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HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
for School Administration Positions
(School Principal and Head Teacher)

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	OIC - ASDS	Chairperson
2	Ms. Ma. Regaele A. Olarte	OIC - Chief, SGOD	Member
3	Ms. Noemi A. Valdez	Administrative Officer V	Member
4	Ms. Angela M. Francisco	HRMO	Member
5	Dr. Ador B. Querubin	SP IV President, MPSHA	Member
6	Mr. Arsenio S. Medenilla	President, MunFPEST	Member
7	School Heads LIS, MNHS, and PEDHS (Head Teacher Where the vacancy exists)		
Below are the members of the secretariat and support staff: as follows;			
No	FULL NAME	POSITION	DESIGNATION
1	Ms. Angelica M. Cachuela	Senior Administrative Assistant II	Secretariat
2	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
3	Ms. Dulce B. Samson	Administrative Assistant III	Support Staff
4	Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff

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 <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			
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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

QUALIFICATION STANDARDS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
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
SCHOOL PRINCIPAL III	1	21	70,013.00	Bachelor's Degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher)	Must be an NQESH passer (Leading Strategically, Developing Self and Others, Managing School Operations and Resources, Building Connections and Focusing on Teaching and Learning)	ELEMENTARY
SCHOOL PRINCIPAL II	1	20	62,967.00	Bachelor's Degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)	Must be an NQESH passer (Leading Strategically, Developing Self and Others, Managing School Operations and Resources, Building Connections and Focusing on Teaching and Learning)	ELEMENTARY (Anticipated Vacancy)
SCHOOL PRINCIPAL II	1	20	62,967.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 Hours of relevant training	1 year as Principal	RA 1080 (Teacher)	Must be an NQESH passer (Leading Strategically, Developing Self and Others, Managing School Operations and Resources, Building Connections and Focusing on Teaching and Learning)	SENIOR HS
HEAD TEACHER V	1	18	51,304.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 4 years; or Master Teacher (MT) for 3 years	RA 1080 (Teacher)	Preferably TLE Subject	MNHS JHS
HEAD TEACHER III	2	16	43,560.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	Preferably SCIENCE Subject	LIS
								Preferably TLE Subject	PEDHS

QUALIFICATION STANDARDS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
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
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	Budget Preparation and Monitoring Disbursement Processing Financial Reporting Compliance with Accounting Rules - Applies COA, DBM, and agency-specific accounting policies.	MBHS - MAIN
ADMINISTRATIVE ASSISTANT III	1	9	23,226.00	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 MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	Budget Preparation and Monitoring Disbursement Processing Financial Reporting Compliance with Accounting Rules - Applies COA, DBM, and agency-specific accounting policies.	PEDHS Junior High School (Anticipated Vacancy)
ADMINISTRATIVE OFFICER II	2	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	Integrity and Professionalism Inventory Management Compliance and Reporting - Ensures the timely submission of reports, including the Annual Procurement Plan and Inventory Reports.	MBHS MAIN
								Records and Personnel Management Recruitment and Selection Support Leave and Benefits Administration Budget Preparation and Monitoring Disbursement Processing Financial Reporting Compliance with Accounting Rules - Applies COA, DBM, and agency-specific accounting policies.	PEDHS
PUBLIC SCHOOLS DISTRICT SUPERVISOR	1	22	78,162.00	Master's Degree in Education or other relevant Master's Degree	16 hours of relevant training	Five years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	Supporting Curriculum Management and Implementation, Strengthening Shared Accountability, Fostering a Culture of Continuous Improvement and Developing Self and Others.	CID