



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

ALL-JUNE-2025-1035
 06-504

Office of the Schools Division
 Superintendent

JUN 27 2025

MEMORANDUM

No. 306, s. 2025

RESCHEDULED OPEN RANKING AND INTERVIEW OF APPLICANTS 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. The Schools Division Office of Muntinlupa, through the Human Resource Merit and Promotion Selection Board, informs the field that the Open Ranking and Interview of Qualified Applicants for Non-Teaching, Related Teaching, and School Administration Positions stipulated in the Division Memorandum No. 250, s. 2025, initially scheduled on July 2-4, 2025, has been rescheduled to July 1-2, 2024.
2. Please see Enclosure No. 1 – Timeline of Activities
3. Immediate and wide dissemination of the Memorandum is earnestly desired.

[Signature]
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:

AMF/DM- RESCHEDULED OPEN RANKING AND INTERVIEW OF APPLICANTS OF NON-TEACHING, RELATED-TEACHING AND SCHOOL ADMINISTRATION POSITIONS
306/June 26, 2025

NUM-2025-306



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 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 1

TIMELINE OF ACTIVITIES

DATE/ TIME/ VENUE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
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
June 30, 2025	Validation of Applicant's documents	HRMPSB
July 1, 2025 ADMINISTRATIVE OFFICER II ADMINISTRATIVE ASST. II & III SCHOOL PRINCIPAL III HEAD TEACHER V (TLE) July 2, 2025 PSDS & HEAD TEACHER III (TLE & SCIENCE)	Written Examination and Skill Test 8:00 AM – 9:30 AM SDO 4 th Floor Open Ranking and Interview 10:00 a.m onwards 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