



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

Office of the Schools Division
Superintendent

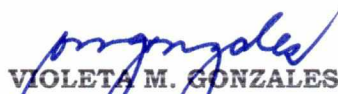
JUL 28 2025

MEMORANDUM
No. 355, s. 2025

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING
FOR TEACHER I POSITION UNDER THE JUNIOR HIGH AND SENIOR HIGH SCHOOL LEVEL**

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 Teacher I positions under Junior and Senior High School.
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 and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV)
 - 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 SELECTION

AGP- DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR TEACHER I POSITION UNDER THE JUNIOR AND SENIOR HIGH SCHOOL LEVEL

355/July 14, 2025

NUM-2025-355



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



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Enclosure 1

Important Reminders

1. Please see attached enclosure 5 for the 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 **School Administrative Officer II / HR-in-charge**, to be stamped "Received" not later than **August 7, 2025, 5:00 PM**.
3. Late submission will not be accepted. The hard copy of the documents must be fastened in **a Long Yellow folder for Junior High and Long Green folder for Senior High School** 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 – **Dr. 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;
 - 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:
- 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
 - 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. The Administrative Officer II/HR-in-Charge must fill out the form at <https://tinyurl.com/T1B2SY2526> and submit all applicant's folder to the Division Record Unit not later than **August 8, 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 Teacher I position, **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 (JUNIOR HIGH AND SENIOR HIGH SCHOOL TEACHER I)	BREAKDOWN OF POINTS
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demo Teaching)	35
f. PPST COIs (Teacher Reflection)	25
TOTAL:	100

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. Applications for Senior High School level specialization must be submitted to either Integrated or Secondary schools. As per guidelines, teacher-applicants should only apply in their respective fields or areas of specialization.

8. 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.



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9. 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.

10. The Classroom Observable Indicators (COI) shall be evaluated by selected sub-committee members coming from the pool of assessors, as indicated in the attached Enclosure No. 3 Composition of HRMPSB.



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Enclosure 2

TIMELINE OF ACTIVITIES

DATE/ TIME/ VENUE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
July 28 – August 7, 2025	Publication and Posting of Vacancies for Teaching I Positions under Junior High and Senior High School Level Acceptance of Application	HR Personnel School Sub-Committee
August 7, 2025	Deadline Acceptance of Application at the School Level	School AO/HR
August 8, 2025	Deadline Acceptance of Application at the SDO Record Unit	Records Unit School AO/HR
August 11-12 2025 8:00 AM – 5:00 PM	Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit	OSDS
August 13 - 26, 2025 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standards	HR Personnel
August 27, 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
To be announced on a separate Memorandum	Comparative Assessment Posting of Comparative Assessment Result	Applicants Division Personnel Unit HRMPSB School Sub-Committee



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Enclosure 3

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	OIC - ASDS	Chairman
2	Dr. Florante C. Marmeto	Chief, CID	Member
3	Ms. Noemi A. Valdez	Administrative Officer V	Member
4	Ms. Angela M. Francisco	HRMO	Member
5	Dr. Ador B. Querubin	School Principal President, MPSHA	Member
6	Mr. Arsenio S. Medenilla	Master Teacher I President, MUNPFEST	Member

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

FULL NAME	POSITION	DESIGNATION
Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
Ms. Dulce B. Samson	Administrative Assistant III	Support Staff
Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff
Mr. Dunn Luvik C. Mandigal	Administrative Assistant III	Support Staff



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No.	FULL NAME	SCHOOL	DESIGNATION
1	MA. AURORA S. BARTOLABA	ALABANG ES	SUB-COMMITEE
2	JAYSON MANIKAN	ALABANG ES	SUB-COMMITTEE
3	BERNADETTE C. RELLONES	ALABANG ES	SUB-COMMITTEE
4	DIVINA GRACIA P. GAGALA	BAYANAN ES	SUB-COMMITTEE
5	MA. HELEN P. EYAS	BAYANAN ES	SUB-COMMITTEE
6	JANE MAY C. VALBUENA	BAYANAN ES-1	SUB-COMMITTEE
7	JULIE O. TEMPLANZA	BAYANAN ES-1	SUB-COMMITEE
8	MYLENE C. TUVILLEJA	BAYANAN ES-1	SUB-COMMITEE
9	FERDINAND V. GADDI	BAYANAN ES-1	SUB-COMMITEE
10	FELIPE W. MARAPAO JR.	BSES	SUB-COMMITEE
11	JESSIE T. CASTELO	BSES	SUB-COMMITEE
12	CHARITO S. ENERO	BSES	SUB-COMMITEE
13	MARIE ANN R. ESMERIA	BULI ES	SUB-COMMITEE
14	BENELIN G. RUMBAOA	BULI ES	SUB-COMMITEE
15	MAYVELL N. CORDOVA	BULI ES	SUB-COMMITEE
16	EDIZER S. LAQUEO	CUPANG ES	SUB-COMMITEE
17	JOANA P. SUPETTRAN	CUPANG ES	SUB-COMMITEE
18	JANET E. LINQUICO	CUPANG ES	SUB-COMMITEE
19	JOCELYN A. MORALES	CESA	SUB-COMMITEE
20	ERMA A. BALAGBIS	CESA	SUB-COMMITEE
21	ALMA O. BITUIN	FAES	SUB-COMMITEE
22	GINAZEL G. BEAULIEU	FAES	SUB-COMMITEE
23	MARIA HAZEL B. HERNANDEZ	F DEMESA ES	SUB-COMMITEE
24	MARILOU M. MANANSALA	F DEMESA ES	SUB-COMMITEE
25	LORELIE S. ARAMBULO	ITAAS ES	SUB-COMMITEE
26	EUFROCINIA DAPOC	ITAAS ES	SUB-COMMITEE
27	EUFROCINIA DAPOC	ITAAS ES	SUB-COMMITEE
28	SHELLA C. NAVARRO	MES	SUB-COMMITEE
29	HENEL T. PEREZ	MES	SUB-COMMITEE
30	JOCELYN T. CLEMENTE	MES	SUB-COMMITEE



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No.	FULL NAME	SCHOOL	DESIGNATION
31	HILARIO G. CANASA	PUTATAN ES	SUB-COMMITEE
32	CATHERINE V. SANTOS	PUTATAN ES	SUB-COMMITTEE
33	EVANGELINE M. RAMOS	PUTATAN ES	SUB-COMMITTEE
34	RAUL T. FELIX	POBLACION ES	SUB-COMMITTEE
35	JASMIN D. FUENTES	POBLACION ES	SUB-COMMITTEE
36	KRISTINE JOY T. SAN PEDRO	POBLACION ES	SUB-COMMITTEE
37	ANTONIO C. GAGALA	SHES	SUB-COMMITEE
38	MICAELA ROCHELLE B. BALOLOT	SHES	SUB-COMMITEE
39	RAQUEL M. MONTANA	SHES	SUB-COMMITEE
40	JENNIFER S. JOSON	SUCAT ES	SUB-COMMITEE
41	VIVIAN M. REMPILO	SUCAT ES	SUB-COMMITEE
42	MA. CECILIA A. TALADRO	SUCAT ES	SUB-COMMITEE
43	HAYDE F. GUCOR	SESAZ 4	SUB-COMMITEE
44	ERNAH T. DIAZ	SESAZ 3	SUB-COMMITEE
45	REYNALDO O. COMISARIO	VHES	SUB-COMMITEE
46	WAREN A. TABULINA	VHES	SUB-COMMITEE
47	JECELYN S. SALMON	VHES	SUB-COMMITEE
48	OLIVIA G. ELLOSO	TUNASAN ES	SUB-COMMITEE
49	MELISSA D. COLUMNNA	TUNASAN ES	SUB-COMMITEE
50	MARYJANE B. CASACOP	TUNASAN ES	SUB-COMMITEE
51	REYNANTE H. ESPELETA	MBHS	SUB-COMMITEE
52	EVELYN P. CHAVEZ	MBHS	SUB-COMMITEE
53	SHERWIN G. LOMEDA	MBHS	SUB-COMMITEE
54	ABIGAIL DE LIOS	MBHSA	SUB-COMMITEE
55	LIEZA R. DE RAFAEL	MBHSA	SUB-COMMITEE
56	ANTONIO B. ROCHA	PEDHS	SUB-COMMITEE
57	DOROTHY A. MENDOZA	PEDHS	SUB-COMMITEE
58	GREGORIO S. QUINERI	PEDHS	SUB-COMMITEE
59	EMELY V. AMBROCIO	PEDHS	SUB-COMMITEE
60	ZYRA A. TRIMIDAL	PNHS	SUB-COMMITEE



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No.	FULL NAME	SCHOOL	DESIGNATION
61	JOJIT C. DE RAMA	PNHS	SUB-COMMITEE
62	MARK ANTHONY G. BUNALES	PNHS	SUB-COMMITTEE
63	MARK ARCHEI O. JAVIER	MSHS	SUB-COMMITTEE
64	GEMMA F. JEREZA	MSHS	SUB-COMMITTEE
65	EVANGELINE S. COSARE	MSHS	SUB-COMMITTEE
66	ROSENDO E. SANGALANG	MNHS	SUB-COMMITTEE
67	MYLYN M. VALLEJO	MNHS	SUB-COMMITEE
68	EDWARD R. MONTOJO	MNHS	SUB-COMMITEE
69	MARICEL G. LUMIO	TUNASAN NHS	SUB-COMMITEE
70	RENE G. DELFINO	TUNASAN NHS	SUB-COMMITEE
71	ALFATIMA A. DIMAPELEZ	TUNASAN NHS	SUB-COMMITEE
72	JASON B. ALBARO	CUPANG SHS	SUB-COMMITEE
73	ELIZABETH J. GABUTAN	CUPANG SHS	SUB-COMMITEE
74	JAYBOY EVANO	SUCAT SHS	SUB-COMMITEE
75	EMELDA OZARAGA	SUCAT SHS	SUB-COMMITEE
76	LOUIE M. VALDEZ	LIS	SUB-COMMITEE
77	SALOME J. PEREZ	LIS	SUB-COMMITEE
78	REDALYN D. SIERRA	LIS	SUB-COMMITEE
79	MAYGLEEN L. LUNAR	LIS	SUB-COMMITEE
80	ARLENE JOY C. MANANGGUIT	LIS	SUB-COMMITEE



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**Compositions and Functions of Division and
 School Sub-Committee**

LEVEL	COMPOSITION	FUNCTIONS
School Selection Sub-Committee	School Head Head Teachers Master Teachers School AO	<ul style="list-style-type: none"> • Acceptance of Application based on the checklist of requirements. • Prepare Initial Evaluation Result (IER) and submit it to the Division HRMO for consolidation.
Division Selection Sub-Committee	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 HRMPSB 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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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)	
TEACHER I (JUNIOR HIGH SCHOOL)	10	11	30,024.00	Bachelor's degree in Education or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	NONE REQUIRED	NONE REQUIRED	R.A. 1080, as amended (Teacher-Secondary)	Preferably TLE, Values/ESP subject	TNHS
TEACHER I (JUNIOR HIGH SCHOOL)	2	11	30,024.00	Bachelor's degree in Education or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	NONE REQUIRED	NONE REQUIRED	R.A. 1080, as amended (Teacher-Secondary)	Preferably English, TLE and AP subject	MBHS
TEACHER I (JUNIOR HIGH SCHOOL)	5	11	30,024.00	Bachelor's degree in Education or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	NONE REQUIRED	NONE REQUIRED	R.A. 1080, as amended (Teacher-Secondary)	Preferably SCIENCE subject	MNHS
TEACHER I (Senior High School Teacher I - Technical Vocational Track (TVL))	13	11	30,024.00	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	National Certificate (NC) II in the relevant technical-vocational course(s) in the area of specialization	NONE REQUIRED	RA 1080, as amended (Teacher-Secondary) for permanent appointments None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>	Preferably ICT and HE subject	SDO MUNTINLUPA SENIOR HIGH SCHOOL

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)	
TEACHER I (Senior High School Teacher I Academic Track and Core Subjects)	45	11	30,024.00	<p>Bachelor's degree with a major in the relevant strand/ subject plus 18 professional unit in Education; or any Bachelor's degree with atleast 15 units of specialization in the relevant strand/subject plus 18 professional units in Education</p> <p>Bachelor's degree with a major in the relevant strand/ subject;or any Bachelor's degree with atleast 15 units of specialization in the relevant strand/subject</p>	NONE REQUIRED	NONE REQUIRED	<p>R.A. 1080 (TEACHER - ELEMENTARY/ SECONDARY)</p> <p>None required for provision and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i></p>	Preferably Social Science, Physics, English and Math subject	SDO MUNTINLUPA SENIOR HIGH SCHOOL