



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

Office of the Schools Division
Superintendent


AUG 01 2025

MEMORANDUM
No. 384, 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 applicant 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 PROMOTION SELECTION

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

384 /July 28, 2025

NUM-2025-384



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 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 **August 14, 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 ADAS II & III, white for Guidance Counselor 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/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:
 - 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-BATCH3> not later than **August 14, 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) (ADAS2 and ADAS3)	SG 10-15 (GC I -III)
a. Education	5	5
b. Training	5	10
c. Experience	20	15
d. Performance	20	20
e. Outstanding Accomplishments	10	10
f. Application of Education	10	10
g. Application of L&D	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20
TOTAL:	100	100

CRITERIA	BREAKDOWN OF POINTS (School Administration)
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
August 1 – 14, 2025	Publication and Posting of Vacancies for Non-Teaching and Related Teaching and School Administration Positions Acceptance of Application	Personnel Unit Records Unit
August 14, 2025	Deadline of submission of Application to the Division Records Unit	Applicant Records Unit
August 15, 2025 8:00 AM – 5:00 PM	Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit	OSDS
August 18-20, 2025 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standards	HR Personnel
August 22, 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
August 26, 2025 ADMINISTRATIVE ASST. II & III	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
August 26, 2025 SCHOOL PRINCIPAL		
August 27, 2025 GUIDANCE COUNSELOR I, II, III		
August 28, 2025 8:00 AM – 5:00 PM	Creation of the Comparative Assessment Result (CAR) and signing by the members of the HRMPSB	HR Personnel
August 29, 2025 8:00 A.M - 5:00 PM	Submission of Comparative Assessment Result (CAR) to the Appointing Authority	HR Personnel
August 30, 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
(Administrative Assistant II, Administrative Assistant III, and Guidance Counselor)

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 AES and MBHS (Where the vacancy exists)		

No	FULL NAME	POSITION	DESIGNATION
1	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
2	Mr. Dunn Luvik C. Mandigal	Administrative Assistant III	Support Staff
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)**

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
6	Dr. Ador B. Querubin	SP IV President, MPSHA	Member
7	Mr. Arsenio S. Medenilla	President, MunFPEST	Member
No	FULL NAME	POSITION	DESIGNATION
1	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
2	Mr. Dunn Luvik C. Mandigal	Administrative Assistant III	Support Staff
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)

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	OIC - ASDS	Chairperson
2	Ms. Ma. Regalee A. Olarte	OIC - Chief, SGOD	Member
3	Ms. Noemi A. Valdez	Administrative Officer V	Member
4	Ms. Angela M. Francisco	HRMO	Member
6	Dr. Ador B. Querubin	SP IV President, MPSHA	Member
7	Mr. Arsenio S. Medenilla	President, MunFPEST	Member
8	School Heads MSHS-JHS, MBHS, MNHS-JHS, PEDHS, MNHS-JHS,SHS (Where the vacancy exists)		
No	FULL NAME	POSITION	DESIGNATION
1	Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
2	Mr. Dunn Luvik C. Mandigal	Administrative Assistant III	Support Staff
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
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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: _____

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			
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	R.A. 1080 (Guidance Counselor)		MSHS-JUNIOR HS
									MBHS
									MNHS-JHS
									PEDHS
GUIDANCE COUNSELOR II	8	12	32,245.00	Master's Degree in Guidance and Counseling	NONE REQUIRED	NONE REQUIRED	R.A. 1080 (Guidance Counselor)		SDO MUNTINLUPA SENIOR HIGH SCHOOL
GUIDANCE COUNSELOR III	1	13	34,421.00	Master's Degree in Guidance and Counseling	NONE REQUIRED	NONE REQUIRED	R.A. 1080 (Guidance Counselor)		MNHS JHS

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)	
SCHOOL PRINCIPAL II	1	20	62,967.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)		SDO MUNTINLUPA Senior High School
SCHOOL PRINCIPAL II	2	20	62,967.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)		SDO MUNTINLUPA ELEMENTARY
SCHOOL PRINCIPAL IV	1	22	78,162.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 4 years experience in school management and operations	RA 1080, as amended (Teacher)		SDO MUNTINLUPA ELEMENTARY

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)	
ADMINISTRATIVE ASSISTANT III	1	9	23,226.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018) OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility		SDO MUNTINLUPA ELEMENTARY
ADMINISTRATIVE ASSISTANT II	2	8	21,448.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018) OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility		MBHS