



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent


SEP 15 2025

MEMORANDUM
No. 466, s. 2025

DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-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. Pursuant to DepEd Order No. 019, s. 2022, titled, DepEd Merit Selection Plan, this Office, through the Human Resource Merit and Promotion Selection Board (HRMPSB), invites applicants for Non-Teaching position.
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 CESO VI
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 POSITIONS

466 /September 10, 2025



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Enclosure 1

Important Reminders

1. Please see 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. Applicant must ensure that all documents relative to the application must be submitted to the **Division Records Unit**, to be stamped "*Received*" not later than **September 26, 2025, 5:00 PM**.
3. Late submission will not be accepted. The hard copy of the documents must be fastened in **a white folder** 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, CESO VI**, 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 2025) **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)



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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 HRMO. Please refer to Annex C). The aforesaid document shall henceforth be required to be sworn oath before 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.

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/NTPSDO2025> not later than **Sept 26, 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 (Non-Teaching Personnel)	BREAKDOWN OF POINTS	
	AO IV, AO II, and LEGAL ASST I (SG 10-23 and SG 27)	ADMIN AIDE VI (SG 1-9)
a. Education	5	5
b. Training	10	5
c. Experience	15	20
d. Performance	20	20
e. Outstanding Accomplishment	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



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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
September 15-26, 2025	Publication and Posting of Vacancies for Related Teaching Position Acceptance of Application	Personnel Unit Records Unit
September 26, 2025	Deadline for Submission of Application to the Division Record Unit	Applicant Records Unit
September 29, 2025 8:00 AM – 5:00 PM	Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit	OSDS
September 30, 2025 October 2, 2025 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standards	HR Personnel
October 3, 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
October 8, 2025 Administrative Officer IV October 9, 2025 Administrative Officer II Legal Assistant	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
October 10, 2025 8:00 AM – 5:00 PM	Creation of the Comparative Assessment Result (CAR) and signing by the members of the HRMPSB	HR Personnel
October 14, 2025 8:00 A.M - 5:00 PM	Submission of Comparative Assessment Result (CAR) to the Appointing Authority	HR Personnel HRMPSB
October 20, 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**

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	Atty. Erness Faith J. Regacho-Espanto or Mr. Melanio R. San Jose Jr	Legal Officer PDO I	Member
5	Ms. Angela M. Francisco	HRMO	Member

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

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
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 2025) and Work Experience Sheet, if applicable - NOTARIZED			
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

QUALIFICATION STANDARDS

Position Title (Parenthetical Title, if applicable)	No. of Plantilla Available	SG	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Officer IV	1	15	40,208.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	Preferably with 2 years relevant experience in Procurement; Preferably possesses the following competencies: Strategic Procurement Planning, Knowledge of Procurement Laws, Policies, and Procedures, Financial and Contract Management, Supplier Relationship and Market Analysis, Risk Management and Problem-Solving, Team and Performance Management, Decision-Making and Integrity, Communication and Stakeholder Engagement, and Technical Proficiency in Procurement Systems	SDO MUNTINLUPA-PROCUREMENT
Administrative Officer II	1	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	Preferably with 1 year relevant experience in Procurement and 4 hours relevant training; Preferably possesses the following competencies: Procurement Knowledge and Compliance, Records and Documentation Management, Attention to Detail and Accuracy, Financial and Numerical Skills, Integrity and Confidentiality, Teamwork and Collaboration, and Communication Skills	SDO MUNTINLUPA-PROCUREMENT
Legal Assistant I	1	10	25,586.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service Professional/ Second Level Eligibility	Preferably possesses the following competencies: Legal Research and Documentation, Drafting and Writing Skills, Knowledge of Laws and Procedures, Communication and Interpersonal Skills, Analytical and Critical Thinking, Records and Case Management, Computer and Office Proficiency, Confidentiality and Ethical Standards, and Teamwork and Collaboration	SDO MUNTINLUPA-LEGAL UNIT
Administrative Aide VI	1	6	18,957.00	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)	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	Computer-savvy and knowledgeable in Microsoft applications	SDO MUNTINLUPA-RECORDS UNIT