



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

**Office of the Schools Division  
 Superintendent**

**NOV 26 2025**

**Advisory No. 130, s. 2025**  
**November 26, 2025**

**CHANGE OF SCHEDULE OF OPEN RANKING, INTERVIEW AND  
 EXAMINATION FOR NON-TEACHING, RELATED TEACHING  
 AND SCHOOL ADMINISTRATION POSITIONS AS  
 REITERATED IN DIVISION MEMORANDUM  
 NO. 570, S. 2025**

Please be advised of the change in the schedule of the above-mentioned activity for School Principal I, School Principal III, Education Program Supervisor, Administrative Officer IV, and Administrative Assistant III, as follows:

<b>DATE/ TIME/ VENUE</b>	<b>ACTIVITIES</b>	<b>PERSON/COMMITTEE RESPONSIBLE</b>
<b>November 27, 2025</b>  School Principal I, III, Education Program Supervisor, Administrative Officer IV, and Administrative Assistant III	<b>Written Examination and Skill Test</b>  8:00 AM - 12:00 NN SDO 4th Floor  <b>Open Ranking and Interview</b>  1:00 PM - ONWARDS SDO 1st Floor Meeting Room	Applicants Division Personnel Unit HRMP SB

For information and guidance.

  
**VIOLETA M. GONZALES CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

130  
 AD-2025-130



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Office of the Schools Division  
Superintendent

NOV 05 2025

MEMORANDUM  
No. 570, s. 2025

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING,  
RELATED TEACHING AND SCHOOL ADMINISTRATION POSITIONS**

To: 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, 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 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  
NDE/DM- DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING, RELATED TEACHING AND SCHOOL  
ADMINISTRATION POSITIONS

570 / November 3, 2025

NUM-2025-570



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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 **November 18, 2025, 5:00 PM**.
3. Late submission will not be accepted. The hard copy of the documents must be fastened in a **red 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.
  - 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 <https://tinyurl.com/ApplicationRelated-NTP-2025> not later than **November 18, 2025, 5:00 P.M.** **Failure to 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 Positions)	BREAKDOWN OF POINTS	
	AO IV (SG 10-22)	ADAS III (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
<b>TOTAL:</b>	<b>100</b>	<b>100</b>



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CRITERIA (Related Teaching Positions)	BREAKDOWN OF POINTS	
	GC I-III (SG11-15)	EPS (SG16-23)
a. Education	10	10
b. Training	10	10
c. Experience	10	10
d. Performance	20	20
e. Outstanding Accomplishment	10	5
f. Application of Education	10	15
g. Application of L&D	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20
<b>TOTAL:</b>	<b>100</b>	<b>100</b>

CRITERIA	BREAKDOWN OF POINTS (School Administration)
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishment	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	15
<b>TOTAL:</b>	<b>100</b>

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.



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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:

<b>GOVERNANCE LEVEL</b>	<b>HEAD OF OFFICE</b>
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
<b>November 5 – 18, 2025</b>	Publication and Posting of Vacancies for Related Teaching and Non-Teaching Positions  Acceptance of Application	Personnel Unit Records Unit
<b>November 18, 2025</b>	Deadline for Submission of Application to the Division Record Unit	Applicant Records Unit
<b>November 19, 2025</b> 08:00 AM – 05:00 PM	Stamping and forwarding of the Applicant's pertinent documents from the OSDS to the Personnel Unit	OSDS
<b>November 20-25, 2025</b> 08:00 am – 05:00 PM	Initial Evaluation of Documents vis-à-vis qualification standards	HR Personnel
<b>November 26, 2025</b> 05:00 PM	Posting and release of the Initial Evaluation Results, which can be accessed at <a href="https://deped-muntinlupa.com">https://deped-muntinlupa.com</a>	SDO HRMO/SDO Record Unit
<b>November 27, 2025</b> School Principal I, II, III, Education Program Supervisor  <b>November 28, 2025</b> Guidance Counselor I, II, III Administrative Officer IV, Administrative Assistant III	Written Examination and Skill Test 8:00 AM – 9:30 AM SDO 4 <sup>th</sup> Floor  Open Ranking and Interview 10:00 AM – 5:00 PM  SDO 1 <sup>st</sup> Floor Meeting Room	Applicants  Division Personnel Unit  HRMPSB
<b>December 1, 2025</b> 08:00 AM – 05:00 PM	Creation of the Comparative Assessment Result (CAR) and signing by the members of the HRMPSB	HR Personnel
<b>December 3, 2025</b> 08:00 AM – 05:00 PM	Submission of Comparative Assessment Result (CAR) to the Appointing Authority	HR Personnel HRMPSB
<b>December 5, 2025</b> 05:00 PM	Posting of Comparative Assessment Result (CAR) to <a href="https://deped-muntinlupa.com">https://deped-muntinlupa.com</a>	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	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



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**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD FOR  
RELATED TEACHING AND SCHOOL ADMINISTRATION POSITIONS**

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	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. Owen Earl D. Bautista	Teacher III President, MunFPEST	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