



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY *AL-1101-2025-0423HR*

Office of the Schools Division  
Superintendent


11-104

**MEMORANDUM**  
No. 584, s. 2025

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR  
SPECIAL EDUCATION TEACHER I FOR ELEMENTARY AND JUNIOR HIGH SCHOOL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
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. 20, s. 2024, titled, **Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions**, the Schools Division Office of Muntinlupa, through the Human Resource Merit and Promotion Selection Board (HRMPSB), invites applications for higher teaching positions in Elementary, Junior High, and Senior High School.
2. This activity aims to ensure a fair, transparent, and merit-based recruitment, selection, and appointment process for higher teaching positions, aligned with DepEd Order No. 20, s. 2024, and to attract highly qualified teachers 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 Performance Requirements, and competency-based qualifications relevant to the position.
4. Please see the following enclosure 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 CESOVILLA**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encls. As stated.  
Reference: **DepEd Order No. 020, s. 2024**  
To be indicated in the Perpetual of Index  
under the following subjects:  
EVALUATION      PROMOTION      SELECTION      TEACHERS

AMF/DM- DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR SPECIAL EDUCATION TEACHER I FOR ELEMENTARY AND JUNIOR HIGH SCHOOL  
584 / November 11, 2025

NUM-2025-584



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo\\_muntinlupa@gmail.com](mailto:sdo_muntinlupa@gmail.com) / [sdo\\_muntinlupa@deped.gov.ph](mailto:sdo_muntinlupa@deped.gov.ph)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

A-111203



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

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 School Administrative Officer II / HR-in-charge, to be stamped **“Received”** not later than **November 24, 2025, 5:00 PM**.
3. Late submission will not be accepted. The hard copy of the documents must be fastened in **Blue long 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 Voter's ID and/or any proof of residency
  - d. Photocopy of valid and updated PRC License/ID, if applicable;
  - e. Photocopy of Certificate of Board Rating;
  - f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable);
  - g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
  - h. Photocopy of latest appointment (for those applying for promotion);
  - i. Photocopy of Certificate/s of relevant specialized trainings or professional development programs;
  - j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
  - k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);



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

1. 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), sworn before a public officer authorized to administer oath pursuant to Book I, Chapter and, Section 41 of EO 292, as amended by Republic Act No. 6733 and as further amended by RA 10755, or may be may be notarized before a notary public or any public officer authorized to administer oath.
  - m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment or identified PPST NCOIs
4. The Administrative Officer II/HR-in-Charge must fill out the form at <https://tinyurl.com/SPEDT1JE2025> and submit all applicant's folder to the Division Record Unit not later than **November 24, 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 higher teaching positions, **DepEd Order No. 020, s. 2024** will be used for the procedure and document evaluation/scoring system, and appreciation of the pertinent papers.

The point system is as follows:

CRITERIA SPED TEACHER I	BREAKDOWN OF POINTS
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Annotations and BEI)	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.



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

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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. 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.



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

Enclosure 2

**TIMELINE OF ACTIVITIES FOR SPED TEACHER I**

<b>November 12-24, 2025</b>	Publication and Posting of Vacancies for Non-Teaching Positions  Acceptance of Application	Personnel Unit Records Unit
<b>November 24, 2025</b>	Deadline of Submission of Application at the <b>School Screening Committee</b>	Applicant School AO
<b>November 25, 2025</b>	Submission of Application to the Division Record Unit	School Sub-Committee Records Unit
<b>November 25-26, 2025</b> 8:00 AM – 5:00 PM	Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit	OSDS
<b>November 27, 2025 – December 3, 2025</b> 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standards	Sub-Com for IER and Personnel Unit
<b>December 4, 2025</b> 5:00 PM	Posting and releasing of Initial Evaluation Results <a href="https://deped-muntinlupa.com">https://deped-muntinlupa.com</a>	SDO HRMO/SDO Record Unit
<b>Comparative Assessment To be announced on a separate Memorandum</b>		



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

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. Hilario G. Canasa	School Principal President, PESPA	Member
7	Mr. Owen Earl D. Bautista	Teacher III 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



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

**List of Sub-Committee for Classroom Observation, Portfolio Annotation and BEI**

No.	FULL NAME	POSITION	DESIGNATION
1	Dr. Ma. Theresa C. Dela Rosa	PSDS	SUB-COMMITTEE
2	Dr. Ma. Myra E. Namit	PSDS	SUB-COMMITTEE
3	Dr. Yaledegler C. Maligaya	PSDS	SUB-COMMITTEE
4	Ms. Ada Trinidad A. Tagle	PSDS	SUB-COMMITTEE
5	Ms. Clarissa C. Avila	PSDS	SUB-COMMITTEE
6	Dr. Evangeline M. Aman	PSDS	SUB-COMMITTEE
7	Dr. Eric F. Fungo	PSDS	SUB-COMMITTEE
8	Dr. Jaime G. Bautista	PSDS	SUB-COMMITTEE
9	Dr. Jhemson Elis	PSDS	SUB-COMMITTEE
10	Dr. Meniano D. Eborá	PSDS	SUB-COMMITTEE
11	Ms. Marissa M. Andanza	EPS	SUB-COMMITTEE
12	Mr. Edison C. Enerlas	EPS	SUB-COMMITTEE
13	Dr. Lilibosa B. Palce	EPS	SUB-COMMITTEE
14	Ms. Emalyn Ballonado	OIC-Math Coordinator	SUB-COMMITTEE
15	Dr. Leonaida L. Gutierrez	EPS	SUB-COMMITTEE
16	Dr. John Albert B. Colle	EPS	SUB-COMMITTEE
17	Ms. Mariel Eugene L. Luna	EPS	SUB-COMMITTEE
18	Dr. Armida S. Oblinada	EPS	SUB-COMMITTEE
19	Dr. Ma. Carmen D. Solayao	EPS	SUB-COMMITTEE
20	Dr. Gina U. Urquia	EPS	SUB-COMMITTEE



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

No.	FULL NAME	SCHOOL	DESIGNATION
1	SHELLA C. NAVARRO	MES	SUB-COMMITTEE
2	JAYSON MANIKAN	ALABANG ES	SUB-COMMITTEE
3	BERNADETTE C. RELONES	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-COMMITTEE
8	MYLENE C. TUVILLEJA	BAYANAN ES-1	SUB-COMMITTEE
9	FERDINAND V. GADDI	BAYANAN ES-1	SUB-COMMITTEE
10	FELIPE W. MARAPAO JR.	LIS	SUB-COMMITTEE
11	JESSIE T. CASTELO	BSES	SUB-COMMITTEE
12	CHARITO S. ENERO	BSES	SUB-COMMITTEE
13	MARIE ANN R. ESMERIA	BULI ES	SUB-COMMITTEE
14	BENELIN G. RUMBAOA	BULI ES	SUB-COMMITTEE
15	MAYVELL N. CORDOVA	BULI ES	SUB-COMMITTEE
16	EDIZER S. LAQUEO	CUPANG ES	SUB-COMMITTEE
17	JOANA P. SUPETRAN	CUPANG ES	SUB-COMMITTEE
18	JANET E. LINQUICO	CUPANG ES	SUB-COMMITTEE
19	JOCELYN A. MORALES	CESA	SUB-COMMITTEE
20	ERMA A. BALAGBIS	CESA	SUB-COMMITTEE
21	ALMA O. BITUIN	FAES	SUB-COMMITTEE
22	GINAZEL G. BEAULIEU	FAES	SUB-COMMITTEE
23	MARIA HAZEL B. HERNANDEZ	IES	SUB-COMMITTEE
24	MARILOU M. MANANSALA	F DEMESA ES	SUB-COMMITTEE
25	LORELIE S. ARAMBULO	ITAAS ES	SUB-COMMITTEE
26	EUFROCINIA DAPOC	ITAAS ES	SUB-COMMITTEE
27	MAYGLEEN L. LUNAR	LIS	SUB-COMMITTEE
28	ARLENE JOY C. MANANGUIT	MBHS-SA	SUB-COMMITTEE
29	HENEL T. PEREZ	MES	SUB-COMMITTEE
30	JOCELYN T. CLEMENTE	MES	SUB-COMMITTEE



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

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



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

	FULL NAME	SCHOOL	DESIGNATION
61	JOJIT C. DE RAMA	PNHS	SUB-COMMITTEE
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	DR. ROSENDO E. SANGALANG	MNHS	SUB-COMMITTEE
67	MYLYN M. VALLEJO	MNHS	SUB-COMMITTEE
68	EDWARD R. MONTOJO	LIS	SUB-COMMITTEE
69	MARICEL G. LUMIO	CESA	SUB-COMMITTEE
70	RENE G. DELFINO	TUNASAN NHS	SUB-COMMITTEE
71	ALFATIMA A. DIMAPELEZ	TUNASAN NHS	SUB-COMMITTEE
72	JASON B. ALBARO	CUPANG SHS	SUB-COMMITTEE
73	ELIZABETH J. GABUTAN	CUPANG SHS	SUB-COMMITTEE
74	DR. JAYBOY E. EVANO	SUCAT SHS	SUB-COMMITTEE
75	EMELDA OZARAGA	SUCAT SHS	SUB-COMMITTEE
76	LOUIE M. VALDEZ	LIS	SUB-COMMITTEE
77	SALOME J. PEREZ	LIS	SUB-COMMITTEE
78	REDALYN D. SIERRA	LIS	SUB-COMMITTEE



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

**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"><li>• Acceptance of Application based on the checklist of requirements.</li><li>• Prepare Initial Evaluation Result (IER) and submit it to the Division HRMO for consolidation.</li></ul>
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"><li>• Conduct of Demonstration Teaching.</li><li>• Assess the Teacher Reflection Form of applicants and submit the result to the HRMPSB for consolidation.</li></ul>
Division HRMPSB	HRMPSB Chair  CID Chief  Administrative Officer V  HRMO  President of Munpfest  President of Principal Association	<ul style="list-style-type: none"><li>• Oversee the overall hiring procedure.</li><li>• The HRMPSB shall maintain accountability for the results of the comparative assessment of applicants.</li></ul>

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: \_\_\_\_\_

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 completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office			
b. Duly accomplished <b>Personal Data Sheet (PDS)</b> (CS Form No. 212, Revised 2025) <b>and Work Experience Sheet</b>			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of Certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment or identified PPST NCOIs			

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)		
								COI	NCOI	
Special Education Teacher I	9	14	37,024.00	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	PBET; Teacher	21 Proficient COIs at Very Satisfactory	16 proficient NCOIs at Very Satisfactory	ELEMENTARY / JHS

