



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

Office of the Schools Division
Superintendent

DEC 26 2025

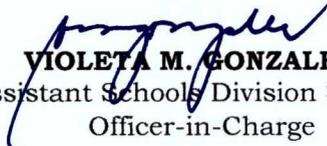
MEMORANDUM

No. 653, s. 2025

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR
TEACHER I FOR SCHOOL YEAR 2026-2027 IN ALL LEVELS**

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. 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 and Subcommittees
 - 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 SELECTION

AMF/DM- DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR TEACHER I FOR SCHOOL YEAR 2026-2027 IN ALL LEVELS
653 /December 22, 2025

NUM-2025-653



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. 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 **January 15, 2026, 5:00 PM**.
3. Late submission will not be accepted. The hard copy of the documents must be fastened in **a White Long folder for Elementary, Yellow for Junior High School, 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, 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)
 - 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), 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.



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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. The Administrative Officer II/HR-in-Charge must fill out the form at <https://tinyurl.com/TEACHER1ALL> and submit all applicant's folder to the Division Record Unit not later than **January 16, 2026, 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	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 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
December 26, 2025 – January 15, 2026	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
January 15, 2026	Deadline Acceptance of Application at the School Level	School AO/HR
January 16, 2026	Deadline of Submission of pertinent documents from the School to the SDO Record Unit	Records Unit School AO/HR
January 19-20, 2026 8:00 AM – 5:00 PM	Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit	OSDS
January 20, 2026, onwards 8:00 AM – 5:00 PM	Initial Evaluation of Documents vis-à-vis qualification standards	HR Personnel
To be announced on a separate Memorandum	Posting and release of the Initial Evaluation Results, which can be accessed at https://deped-muntinlupa.com	SDO HRMO/SDO Record Unit
	Comparative Assessment Posting of Comparative Assessment Result	Applicants Division Personnel Unit HRMP SB 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	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



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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-COMMITEE
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-COMMITEE
9	Ms. Marissa M. Andanza	EPS	ALS / KINDER
10	Mr. Edison C. Enerlas	EPS	MAPEH
11	Dr. Lilia B. Palce	EPS	VALUES / SPED
12	Ms. Emalyn Ballonado	OIC-Math Coordinator	MATHEMATICS
13	Dr. Leonaida L. Gutierrez	EPS	EPP, TLE, TVE
14	Dr. John Albert B. Colle	EPS	FILIPINO
15	Ms. Mariel Eugene L. Luna	EPS	AP & HUMSS
16	Dr. Armida S. Oblinada	EPS	SCIENCE
17	Dr. Ma. Carmen D. Solayao	EPS	ENGLISH
18	Dr. Gina U. Urquia	EPS	LRMS



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No.	FULL NAME	SCHOOL	DESIGNATION
1	ARSENIO S. MEDENILLA	BSES	SUB-COMMITTEE
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-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	SESM	SUB-COMMITTEE
17	JOANA P. SUPETRAN	CUPANG ES	SUB-COMMITTEE
18	JANET E. LINQUICO	CUPANG ES	SUB-COMMITTEE
19	JOCELYN A. MORALES	BESM	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. DE MESA ES	SUB-COMMITTEE
25	LORELIE S. ARAMBULO	ITAAS ES	SUB-COMMITTEE
26	EUFROCINIA DAPOC	ITAAS ES	SUB-COMMITTEE
27	ARLENE JOY C. MANANGUIT	MBHS-SA	SUB-COMMITTEE
28	SHELLA C. NAVARRO	MES	SUB-COMMITTEE
29	HENEL T. PEREZ	MES	SUB-COMMITTEE
30	JOCELYN T. CLEMENTE	MES	SUB-COMMITTEE



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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	MICHAELA ROCHELLE B. BALOLOT	SHES	SUB-COMMITTEE
39	RAQUEL M. MONTANA	SHES	SUB-COMMITTEE
40	JENNIFER S. JOSON	POBES	SUB-COMMITTEE
41	VIVIAN M. REMPILO	SUCAT ES	SUB-COMMITTEE
42	MA. CECILIA A. TALADRO	SUCAT ES	SUB-COMMITTEE
43	HAYDE F. GUCOR	CESA	SUB-COMMITTEE
44	ERNAH T. DIAZ	SESA Z3	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	MBHS	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	FAES	SUB-COMMITTEE



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No.	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	ROSENDO E. SANGALANG	MNHS	SUB-COMMITTEE
67	MYLYN M. VALLEJO	MNHS	SUB-COMMITTEE
68	EDWARD R. MONTOJO	MNHS	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	JAYBOY EVANO	SUCAT SHS	SUB-COMMITTEE
75	EMELDA OZARAGA	SUCAT SHS	SUB-COMMITTEE
76	LOUIE M. VALDEZ	MBHS	SUB-COMMITTEE
77	SALOME J. PEREZ	LIS	SUB-COMMITTEE
78	REDALYN D. SIERRA	LIS	SUB-COMMITTEE
79	MAYGLEEN L. LUNAR	LIS	SUB-COMMITTEE
80	ARLENE JOY C. MANANGGUIT	LIS	SUB-COMMITTEE



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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.

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)	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
			Education	Training	Experience	Eligibility	
TEACHER I - (Elementary)	11	30,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	none required	none required	RA 1080, as amended (Teacher-Elementary/ Secondary)	SDO MUNTINLUPA ELEMENTARY
TEACHER I - (Secondary)						RA 1080, as amended (Teacher- Secondary)	SDO MUNTINLUPA JUNIOR HIGH SCHOOL
Teacher I - (Senior High School Teacher I - Technical Vocational Track (TVL)	11	30,024.00	Bachelor's degree relevant to the area of specialization 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	National Certificate (NC) II in relevant technical vocational course(s) in the area of specialization	none required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring	SDO MUNTINLUPA SENIOR HIGH SCHOOL
			Bachelor's degree relevant to the area of specialization; or any Bachelor's degree and completion of technical-vocational course (s) in the area of specialization			Applicants for a contractual position: None Required	
Teacher I - (Senior High School Teacher I - Academic Track and Core Subjects)			Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject plus 18 professional units in Education	none required	none required	RA 1080 as amended (Teacher Secondary) for permanent	SDO MUNTINLUPA SENIOR HIGH SCHOOL
			Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject			None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring	