



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

Office of the Schools Division  
Superintendent


MAY 11 2026

MEMORANDUM  
No. 191, s. 2026

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR  
NON-TEACHING AND RELATED TEACHING POSITION**

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, DepEd Merit Selection Plan, this Office, through the Human Resource Merit and Promotion Selection Board (HRMPSB), invites applicants for Related-Teaching position in SDO Muntinlupa.
2. This activity aims to ensure 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 2026 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

AME/DM- DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR RELATED TEACHING POSITION

191 /May 5, 2026

NUM-2026-191



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)

MJ  
HR



Republic of the Philippines  
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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. All applicants must accomplish the online form at <https://tinyurl.com/NTRTB32026> on or before the prescribed deadline and ensure that all documents related to the application are first checked by the Personnel Unit and stamped "Checked and Verified" prior to submission to the Division Records Unit on or before **May 25, 2026, at 5:00 PM**. Failure to fully accomplish the online application form through the provided link and failure to submit the required documents to the Division Records Unit shall result in non-inclusion in the pool of official applicants
3. Pertinent documents must be fastened in a *white folder with earmarks* and arranged in the order 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), 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 notarized before a notary public or any public officer authorized to administer oath.
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
- 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
  - 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. 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 (Related-Teaching) Education Program Supervisor (SG - 22)	BREAKDOWN OF POINTS (Non-Teaching) Administrative Officer IV (SG-15)	BREAKDOWN OF POINTS (Non-Teaching) Administrative Assistant (SG-08, 09)
a. Education	10	5	5
b. Training	10	10	5
c. Experience	10	15	20
d. Performance	20	20	20
e. Outstanding Accomplishment	5	10	10
f. Application of Education	15	10	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	20
<b>TOTAL:</b>	<b>100</b>	<b>100</b>	<b>100</b>



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Enclosure 2

**TIMELINE OF ACTIVITIES**

DATE/ TIME/ VENUE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
May 11-25, 2026	Publication and Posting of Vacancies for Related Teaching Position  Acceptance of Application	Personnel Unit Records Unit
May 25, 2026 5:00 P.M	Deadline for Submission of Application to the Division Record Unit	Applicant Records Unit
May 26-27, 2026 8:00 AM – 5:00 PM	Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit	OSDS
May 28, 2026 onwards	Initial Evaluation of Documents vis-à-vis qualification standards	HR Personnel
June 2, 2026 onwards (depending on the volume of applicants)	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
June 9, 2026 8:00 a.m onwards (depending on the volume of applicants)	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
June 10, 2026 8:00 AM – 5:00 PM	Creation of the Comparative Assessment Result (CAR) and signing by the members of the HRMPSB	HR Personnel
June 11, 2026 8:00 A.M - 5:00 PM	Submission of Comparative Assessment Result (CAR) to the Appointing Authority	HR Personnel HRMPSB
June 15, 2026, onwards	Tentative date of 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 RELATED-TEACHING POSITION**

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	ASDS	Chairperson
2	Ms. Ma. Regaele A. Olarte	Chief, SGOD	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;

No	FULL NAME	POSITION	DESIGNATION
1	Ms. Wendy S. Hernandez	Administrative Aide VI	Secretariat
2	Mr. Dunn Luvik C. Mandigal	Administrative Assistant III	Support Staff
3	Ms. Aira G. Parilla	Administrative Aide VI	Support Staff
4	Mr. Jericho B. Ylen	Administrative Assistant III	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) <b>and Work Experience Sheet</b> , if applicable - <b>NOTARIZED</b>			
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	SG	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Education Program Supervisor	1	22	81,796.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)	<p>Preferably possesses the following competencies:</p> <ul style="list-style-type: none"> <li>•Program Planning and Development</li> <li>•Program Implementation and Management</li> <li>•Technical Assistance and Coaching</li> <li>•Monitoring, Evaluation, and Reporting (M&amp;E)</li> <li>•Stakeholder Engagement and Partnership Building</li> <li>•Research and Data Analysis</li> <li>•Human Resource Development Support</li> <li>•Communication Skills</li> <li>•Leadership and Coordination</li> <li>•Policy Interpretation and Compliance</li> <li>•Resource Mobilization for Infrastructure</li> <li>•School-Based Health Program Management</li> <li>•Facilities Needs Assessment and Inventory Management</li> </ul>	School Governance and Operations Division SDO MUNTINLUPA
Administrative Officer IV	1	15	42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	<p>Preferably with Career Service Eligibility</p> <p>Preferably possesses the following competencies:</p> <ul style="list-style-type: none"> <li>•Strong leadership and organizational skills</li> <li>•Inventory and Asset Management, Records, Documentation &amp; Reporting, Planning &amp; Organising, Budget and Cost Management.</li> <li>•Proficiency in records and document management</li> <li>•Excellent communication and interpersonal skills</li> <li>•High level of integrity and professionalism</li> <li>•Ability to work under pressure and meet deadlines</li> <li>•Proficient in Microsoft Office and other administrative tools</li> </ul>	Supply Office SDO MUNTINLUPA
Administrative Assistant III	1	9	24,329.00	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	<ul style="list-style-type: none"> <li>•HR Records Management</li> <li>•Recruitment &amp; Staffing Support</li> <li>•Personnel Administration</li> <li>•HR Information Systems &amp; Technical Skills</li> <li>•Communication Skills (HR Context)</li> <li>•Confidentiality &amp; Data Privacy</li> <li>•Knowledge of HR Policies &amp; Labor Laws</li> <li>•Time Management &amp; Organization</li> <li>•Customer Service Orientation</li> <li>•Attention to Detail &amp; Accuracy</li> <li>•Ability to work under pressure and meet deadlines</li> <li>•Proficient in Microsoft Office and other administrative tools</li> </ul>	SDO Muntinlupa- Personnel Unit
Administrative Assistant II	1	9	24,329.00	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	<ul style="list-style-type: none"> <li>•Communication Skills (HR Context)</li> <li>•Confidentiality &amp; Data Privacy</li> <li>•Time Management &amp; Organization</li> <li>•Customer Service Orientation</li> <li>•Attention to Detail &amp; Accuracy</li> <li>•Attention to Detail &amp; Accuracy</li> <li>•Ability to work under pressure and meet deadlines</li> <li>•Proficient in Microsoft Office and other administrative tools</li> </ul>	SDO Muntinlupa (Elementary School)