



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

Office of the Schools Division
Superintendent


JUN 17 2026

MEMORANDUM
No. 262, s. 2026

DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR NON-TEACHING POSITIONS

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 Non-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 applied for.
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 Division 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

262 /June 15, 2026



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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/NTPB42026> 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 **June 29, 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 (Non-Teaching) (SG-11) | BREAKDOWN OF POINTS (Non-Teaching) Administrative Assistant (SG-08, 09) |
|--|--|---|
| 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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5. 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.

6. 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.

7. 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.

8. Please note that the Head of Office as defined in DepEd Order No. 19, s. 2022, refers to the highest authority within each governance level, as follows:

| 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 |
|---|---|---|
| June 17-29, 2026 | Publication and Posting of Vacancies for Related Teaching Position Acceptance of Application | Personnel Unit Records Unit |
| June 29, 2026 5:00 P.M | Deadline for Submission of Application to the Division Record Unit | Applicant Records Unit |
| June 29-30, 2026 8:00 AM – 5:00 PM | Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit | OSDS |
| June 29, 2026 onwards | Initial Evaluation of Documents vis-à-vis qualification standards | HR Personnel |
| July 8, 2026, onwards (depending on the volume of applicants) | Posting and release of the Initial Evaluation Results, which can be accessed at https://deped-muntinlupa.com | SDO HRMO/SDO Record Unit |
| To be announced in a separate Memorandum | Comparative Assessment Posting of Comparative Assessment Result | Applicants Division Personnel Unit HRMPSB |



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Enclosure 3

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
FOR NON-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 | Atty. Erness Faith J. Regacho-Espanto | Legal Officer | Member |
| 5 | Ms. Angela M. Francisco | HRMO | Member |
| 6 | Ms. Karina E. Medina | Accountant III | Member (where the vacancy exists) |
| 7 | Dr. Rosendo E. Sangalang | Principal, MNHS (ADAS2, PDOI,) | |
| 8 | Mrs. Vilma S. Vilorio | Principal, TNHS (AO2, PDO1) | |
| 9 | Dr. Antonio C. Rocha | Principal, PEDHS | |
| 10 | Principal of a Clustered Elementary School | | |

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. Bernadille Q. Bullas | 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) 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 II | 1 | 11 | 31,705.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional) / Second Level Eligibility | Preferably with work experience in handling liquidation, HR functions, and other administrative tasks. Preferably possesses the following competencies (Advanced): •Communication Skills (HR Context) •Accuracy and Keen Attention to Detail, Particularly in Handling Numbers and Records •Confidentiality and Data Privacy •Time Management and Organizational Skills •Customer Service Orientation •Analytical and Problem-Solving Skills •Ability to Work Under Pressure and Meet Deadlines •Proficiency in Microsoft Office and Other Administrative Tools | TNHS-SHS |
| Project Development Officer I | 1 | 11 | 31,705.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional) / Second Level Eligibility | Preferably possesses the following competencies: | PEDHS-JHS |
| | 1 | 11 | 31,705.00 | | | | | •Knowledge of project development, implementation, monitoring, and evaluation •Strong research, data analysis, and report-writing skills •Ability to collect, organize, analyze, and interpret data for planning and decision-making | MNHS-JHS |
| | 1 | 11 | 31,705.00 | | | | | •Proficiency in preparing technical reports, project proposals, and accomplishment reports •Knowledge of strategic planning and results-based performance management •Strong communication, presentation, and interpersonal skills | TNHS-JHS |
| | 1 | 11 | 31,705.00 | | | | | •Ability to coordinate effectively with internal and external stakeholders •Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint | Clustered Elementary Schools |
| | 1 | 11 | 31,705.00 | | | | | •Attention to detail and accuracy in documentation and reporting | Clustered Elementary Schools |

| 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 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 | <p>Preferably with work experience in accounting, bookkeeping, budgeting, liquidation, financial reporting, and other related administrative functions.</p> <p>Preferably possesses the following competencies (Intermediate):</p> <ul style="list-style-type: none"> •Knowledge of government accounting principles, policies, and procedures •Proficiency in the preparation and processing of liquidation reports and financial documents •Accuracy and keen attention to detail in handling financial records and numerical data •Ability to prepare, maintain, and reconcile accounting records and reports •Familiarity with government auditing and financial compliance requirements •Proficiency in Microsoft Excel, Microsoft Office applications, and other accounting systems •Strong analytical and problem-solving skills •Confidentiality and proper handling of financial information •Effective time management and organizational skills •Strong communication and interpersonal skills •Ability to work under pressure and meet deadlines •Customer service orientation and teamwork skills | SDO Muntinlupa ACCOUNTING UNIT |
| | 1 | | | | | | | <p>Preferably with work experience in handling liquidation, HR function and other administrative task.</p> <p>Preferably possessed the following competencies (Intermediate):</p> <ul style="list-style-type: none"> •Communication Skills •Confidentiality & Data Privacy •Time Management & Organization •Customer Service Orientation •Attention to Detail & Accuracy •Ability to work under pressure and meet deadlines •Proficient in Microsoft Office and other administrative tools | |
| Administrative Assistant II | 1 | 8 | 22,423.00 | 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 | <p>Preferably with work experience in handling liquidation, HR function and other administrative task.</p> <p>Preferably possessed the following competencies (Intermediate):</p> <ul style="list-style-type: none"> •Communication Skills •Confidentiality & Data Privacy •Time Management & Organization •Customer Service Orientation •Attention to Detail & Accuracy •Ability to work under pressure and meet deadlines •Proficient in Microsoft Office and other administrative tools | SDO Muntinlupa MNHS-SHS |