



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**MEMORANDUM**

No. 458, s. 2026

**DIVISION-WIDE RECRUITMENT, SELECTION, AND SCREENING FOR 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, Department of Education Merit Selection Plan, this Office, through the Human Resource Merit and Promotion Selection Board (HRMPSB), invites applicants for Related-Teaching position in Schools Division Office of 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**  
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 RELATED TEACHING POSITION

458/September 21, 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/SEPS2026> 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 **October 12, 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 *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 2026)** 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 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<br>(Related-Teaching)<br>SEPS II |
|----------------------------------------------------|------------------------------------------------------|
| a. Education                                       | 10                                                   |
| b. Training                                        | 10                                                   |
| c. Experience                                      | 10                                                   |
| d. Performance                                     | 20                                                   |
| e. Outstanding Accomplishment                      | 5                                                    |
| f. Application of Education                        | 15                                                   |
| g. Application of L&D                              | 10                                                   |
| h. Potential (Written Test, BEI, Work Sample Test) | 20                                                   |
| <b>TOTAL:</b>                                      | <b>100</b>                                           |

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.



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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                            |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| October 2-12, 2026                                                               | Publication and Posting of Vacancies for Related Teaching Positions<br><br>Acceptance of Application                                                                                       | Personnel Unit<br>Records Unit                          |
| October 12, 2026<br>5:00 P.M                                                     | Deadline for Submission of Application to the Division Record Unit                                                                                                                         | Applicant<br>Records Unit                               |
| Upon received from the Records Office<br>8:00 AM – 5:00 PM                       | Stamping and forwarding of Applicant's pertinent documents from the OSDS to the Personnel Unit                                                                                             | OSDS                                                    |
| Upon received from the Records Office/OSDS<br>8:00 AM – 5:00 PM                  | Initial Evaluation of Documents vis-à-vis qualification standards                                                                                                                          | HR Personnel                                            |
| October 15, 2026, onwards<br>(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                                |
| October 27, 2026<br>8:00 a.m. onwards<br>(depending on the volume of applicants) | Written Examination and Skill Test<br>8:00 AM – 9:30 AM<br>SDO 4 <sup>th</sup> Floor<br><br>Open Ranking and Interview<br>10:00 AM – 5:00 PM<br><br>SDO 1 <sup>st</sup> Floor Meeting Room | Applicants<br><br>Division Personnel Unit<br><br>HRMPSB |
| October 29, 2026<br>8:00 AM – 5:00 PM                                            | Creation of the Comparative Assessment Result (CAR) and signing by the members of the HRMPSB                                                                                               | HR Personnel                                            |
| October 30, 2026<br>8:00 A.M - 5:00 PM                                           | Submission of Comparative Assessment Result (CAR) to the Appointing Authority                                                                                                              | HR Personnel<br>HRMPSB                                  |
| Nov 3, 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      |

Below are the members of the secretariat and support staff: as follows;

| No | FULL NAME               | POSITION                     | DESIGNATION   |
|----|-------------------------|------------------------------|---------------|
| 1  | Ms. Lioba D. Ibatuan    | Administrative Assistant III | Secretariat   |
| 2  | Ms. Bernadile Q. Bullas | Administrative Aide VI       | Support Staff |
| 3  | Ms. Wendy S. Hernandez  | Administrative Assistant III | 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<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/ HR Office/ sub-committee) |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------|
|                                                                                                                                                                                                |                                                                                    | Status of Submission<br>(Check if complied)                              | 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)<br><b>(CS Form No. 212, Revised 2026) 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

## QUALIFICATION STANDARDS

| Position Title<br>(Parenthetical<br>Title, if<br>applicable) | No. of<br>Plantilla<br>Available | SG | Monthly<br>Salary | Qualification Standards                                                                                                                               |                                    |                                                                                                                      |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Place of<br>Assignment                  |
|--------------------------------------------------------------|----------------------------------|----|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|                                                              |                                  |    |                   | Education                                                                                                                                             | Training                           | Experience                                                                                                           | Eligibility                                                                                                     | Competency<br>(if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                         |
| Senior<br>Education<br>Program<br>Specialist                 | 1                                | 19 | 59,153.00         | Bachelor's degree in<br>Education or its<br>equivalent and<br>completion of<br>academic<br>requirements for<br>Master's degree<br>relevant to the job | 8 hours Of<br>relevant<br>training | 2 years experience<br>in education<br>research,<br>development,<br>implementation or<br>other relevant<br>experience | PBET; Teacher<br>Career Service<br>(Professional)<br>Appropriate<br>Eligibility for<br>Second Level<br>Position | Preferably possesses the following<br>competencies:<br><br>•Strong communication and interpersonal<br>skills<br><br>•Community engagement and mobilization<br><br>•Stakeholder coordination and partnership-<br>building<br><br>•Advocacy and networking skills<br><br>•Planning, organizing, and facilitation<br><br>•Leadership and teamwork<br><br>•Problem-solving and adaptability<br><br>•Ability to conduct community consultations<br>and orientations<br><br>•Monitoring, documentation, and report<br>preparation<br><br>•Sensitivity to diverse community needs and<br>perspectives | DIVISION OF<br>MUNTINLUPA<br>(SGOD-SMN) |