



Republic of the Philippines  
Department of Education  
National Capital Region

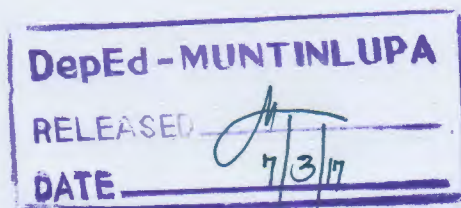
# SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

June 29 , 2017

## DIVISION MEMORANDUM

No. 096, s. 2017

To: OIC – Asst. Schools Division Superintendent  
Division Supervisor /District Supervisors/Coordinators  
High School Principals/Officers-In-Charge  
All Interested Qualified Applicants



### ASSESSMENT OF DOCUMENTS OF APPLICANTS FOR SCHOOLS AND SDO VACANT POSITIONS

1. This Office announces the conduct of assessment of documents of all interested applicants for the following vacant position:

Position Title	SG	Education Requirement	Experience Requirements	Training Requirement	Eligibility Requirements
Education Program Supervisor English Values Education Science SGOD SPED	22	Master's Degree in Education or other relevant Masters' Degree with specific area of specialization (DO No. 117, s.2010)	2 yrs as Principal, or 2 yrs as Head Teacher, or 2 yrs as Master Teacher	8 hours of relevant training	RA 1080 PBET/LET (Teacher)
Public District Supervisor	22	Master's degree in Education or other relevant Master's Degree (DO No. 26,s.2016)	Five years cumulative experience in instructional supervision & School Management	16 hours of relevant training	RA 1080 PBET/LET (Teacher)
Attorney III	21	Bachelor of Laws	1 year of relevant experience	4 hours relevant training	RA 1080
School Principal II (JHS)	20	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units plus 6 units of management	School Principal for 3 yrs	24 hrs. of relevant training	RA 1080
School Principal II (SHS)	20	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units plus 6 units of management	1 year as Principal	40 hours relevant training	RA 1080





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Assistant Secondary School Principal II (Senior High School)	19	Bachelor's degree in Education or its equivalent with major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 Principal Test Passer
Head Teacher V (Secondary)	18	Bachelor's degree in Secondary Education with completion of 18 units for a Master's Degree in Education or its equivalent with appropriate field of specialization	4 years as Head Teacher or Master Teacher for 3 yrs	24 hrs. of relevant training	RA 1080
Head Teacher III (Elementary)	16	Bachelor's degree in Elementary/ Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 yrs. Or TIC for 2 yrs. Or T III for 5 yrs.	24 hrs. of relevant training	RA 1080
Head Teacher III (Secondary)	16		HT for 2 yrs. Or T III for 5 yrs.		RA 1080
Master Teacher II (Elementary) Master Teacher II (Anticipated vacancy Secondary)	19	Bachelors of Elementary/Secondary Education; or bachelor's degree plus 18 professional units in Education; and 24 units for a Master's Degree in Education or its equivalent	1 year as Master Teacher I At least Very Satisfactory performance for the last three consecutive ratings periods	8 hours of relevant trainings	RA 1080
Registrar I	11	Bachelor's Degree including or supplemented by 9 units in public administration/ management	Non-required	Non-required	Career Service (Professional)
Guidance Counselor I (JHS)	11	Bachelor's degree in relevant to the job	None Required	None Required	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position

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Guidance Counselor II (SHS)	12	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling	1 year of relevant experience	4 hours relevant training	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position
Project Development Officer I (SHS)	11	Bachelors degree relevant on the job	1 relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Position

*Evaluation of documents for HT positions shall be in accordance with DepEd Order No. 66, s. 2007, while DepEd Order No. 42, s. 2007 for School Principal. DepEd Order No. 19,s.2016*

2. Interested applicants must submit their requirements arranged according to the list below to the Office of the **Administrative Officer IV, DR. MARIA CORAZON C. PALOMIQUE**, on or before July 13, 2017. No documents will be accepted after the prescribed period of submission. As such, failure to submit on due date means a waiver of one's rights to be included in the ranking.
  - a. Letter of Application addressed to the Schools Division Superintendent
  - b. Duly accomplished updated Personal Data Sheet (CSD Form 212)
  - c. Transcript of Records (Baccalaureate and graduate studies)
  - d. Updated Service Record
  - e. Performance Rating (for the last three consecutive years)
  - f. Certificate / Proofs of Outstanding Accomplishments
  - g. Certificate of Related Specialized Trainings
  - h. Certified Photocopy of PRC ID / License & Certificate of Good Standing

**Note:** Bring original documents for the validation of photocopies. Applicants who failed to meet the Entry Requirements need not apply.

3. Applicants will be notified through SMS or call for the schedule of interview.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

**MAURO C. DEIGULAN, Ed. D.**   
OIC-Schools Division Superintendent

