



Republic of the Philippines


Department of Education
Schools Division of Marinduque

Office of the Schools Division Superintendent

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
003980
Name: _____
Signature: _____
OCT 09 2024
Time: 1:10pm

DIVISION MEMORANDUM

To: Office of the Schools Division Superintendent Officials and Personnel
School Governance and Operations Division Chief and Personnel
Curriculum Implementation Division Chief and Personnel
Public Elementary and Secondary School Heads, Teachers and
Personnel
All Others Concerned

From: 
LYNN G. MENDOZA, EdD
Officer-In-Charge
Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT TEACHING, TEACHING-RELATED AND NON-TEACHING POSITIONS IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: October 8, 2024

1. This Office announces the invitation for submission of pertinent documents for the following vacant positions:

Position Title	No. of Vacancy	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
School Principal II	1	20	60157	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 PBET/LET/Teacher	Boac North District
School Principal I	2	19	53873	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	RA 1080 PBET/LET/Teacher/Principal's Test	Boac North District and Gasan District
Master Teacher I	1	18	49015	Bachelor of Elementary Education	None required	3 years of relevant experience	RA 1080 PBET/	Torrijos District

				BEED or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent			LET/Teacher	
Teacher III	1	13	32870	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in education with appropriate major	None required	2 years relevant experience	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS
Teacher III	1	13	32870	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	2 years relevant experience	RA 1080 PBET/LET/Teachers Exam	Torrijos District
Teacher II	2	12	30705	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in education with appropriate major	None required	1 year relevant experience	RA 1080 PBET/LET/Teachers Exam	Ipil NHS and Malibago NHS
Teacher II		12	30705	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	1 year relevant experience	RA 1080 PBET/LET/Teachers Exam	Torrijos District
Teacher I		11	28512	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	None required	RA 1080 PBET/LET/Teachers Exam	Torrijos District
Administrative Assistant III (Senior Bookkeeper)	4	9	22219	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional I (First	Tigwi NHS; Office of the SDS; and Elementary (2)

							Level Eligibility)	
Administrative Assistant III	1	9	22219	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professiona 1 (First Level Eligibility)	Office of the SDS
Administrative Assistant II	6	8	20534	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professiona 1 (First Level Eligibility)	Senior High School (4); Bangbang NHS; and Bognuyan NHS
Administrative Assistant II (Disbursing Officer II)	3	8	20534	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professiona 1 (First Level Eligibility)	Office of the SDS (3)
Administrative Aide IV (Clerk II)	1	4	16209	Completion of two years studies in college	None required	None required	Career Service Sub-Professiona 1 (First Level Eligibility)	Marinduque NHS

2. Interested applicants shall submit the following documentary requirements to the Administrative Officer IV (HRMO) through the Records Section or to the nearest Division Sub-Offices at any School Districts or send through email at depedboacpersonnel.02@gmail.com on or before October 18, 2024, 5:00 PM:

- a. Letter of intent;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Certificate of Eligibility/Rating/License/ID;
- d. Photocopy of Scholastic Record/Academic Record, such as but not limited to Transcript of Records (TOR) with General Weighted Average (GWA) for non-teaching positions;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the latest Performance Rating covering two (2) years performance, if applicable;
- h. Omnibus Sworn Statement;
- i. Checklist of Requirements;
- j. Photocopy of last appointment, if applicable;
- k. Photocopy of performance rating obtained from the relevant work experience (if performance rating in (g) is not relevant to the position to be filed);
- l. Documents showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of the issuance of appointment; and
- m. Other relevant documents.

3. Applicants who will fail to submit the listed mandatory requirements until October 18, 2024 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

4. Please note that the submission of application for Teacher I position for S.Y. 2024-2025 has already ended on April 11, 2024 per Unnumbered Division Memorandum dated March 20, 2024. Thus, application for Teacher I submitted from October 9 – October 18, 2024 will be included in the assessment for the said position in the next School Year.

5. Open evaluation, interview, written examination and skills test to qualified applicants shall be announced in a separate communication.

6. There shall be no discrimination in the selection of applicants on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

7. For dissemination and information.

*"Marinduque Heart of the Philippines
Lead to Excel, Excel to Lead"*



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