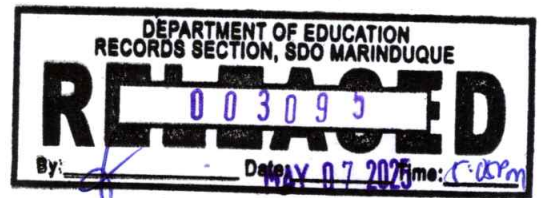




Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 OSDS-HR-2025-002

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: May 7, 2025

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
Chief Education Supervisor	1	24	98185	Master's degree in Education or other relevant Master's degree	24 hours training in management and supervision	4 years relevant experience in management and supervision	RA 1080 (Teacher)	School Governance and Operations Division
Master Teacher I (Physical Science)	1	18	51304	Bachelor of Secondary Education BSEd or Bachelor's degree plus 18	None required	3 years of relevant experience	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS

				profession al units in education with appropriat e major; and 18 units for a Master's degree in Education or its equivalent				
Master Teacher I	3	18	51304	Bachelor of Elementar y Education BEED or Bachelor's degree plus 18 profession al units in education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years of relevant experien ce	RA 1080 PBET/ LET/Teac her	Sta Cruz East District; Sta Cruz North District; and Gasan District
Head Teacher V	1	18	51304	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 profession al education units with appropriat e field of specializati on	24 hours of relevant training	HT for 4 years; or MT for 3 years	RA 1080 PBET/ LET/Teac hers Exam	Marinduque NHS
Education Program Specialist II	1	16	43560	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experien ce in educatio n research, developm ent, implemen	RA 1080 (Teacher) / Career Service (Professio nal)/ Second Level Eligibility	School Governance and Operations Division - SDO Marinduque

						tation or other relevant experience		
Head Teacher III	3	16	43560	Bachelor's Degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 year; or Teacher for 5 years	RA 1080 PBET/LET/Teacher's Exam	Gasan District; Buenavista District; and Sta Cruz South District
Head Teacher I	2	14	37024	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 PBET/LET/Teachers Exam	Gasan District and Torrijos District
Special Education Teacher I	1	14	37024	BSEEd-BS Special Education With Specialization in SPED-Undergrad ; BSEEd/BS SPED With 18 Units MA-SPED; BSEEd/BS SPED With 15 units MA-SPED; BSEEd/BS SPED With 12 Units in MA-SPED; BSEEd/BS E With 9	None required	None required; 3 years actual teaching in SPED; 4 years of actual teaching in SPED; 5 years of actual teaching in SPED; and 6 years actual teaching in SPED; With teaching experience in SPED or Inclusive Setting	RA 1080 PBET/LET/Teacher's Exam	Sta Cruz South District

				units MA-SPED; BSEEd/BS SPed/ BSE as enumerated in DepEd Order No. 7 s.2015		as enumerated in DepEd Order No. 7 s.2015		
Teacher III (Mathematics/TLE)	2	13	34421	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	Bangbang NHS and Bognuyan NHS
Teacher III	4	13	34421	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	Buenavista District; Sta Cruz South District; Boac North District; and Torrijos District
Teacher II (MAPEH)	1	12	32245	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
Teacher II (Senior High School - Academic Track)	1	12	32245	Bachelor's Degree with a major in the relevant strand/su	None required	None required	Applicants for a permanent appointment: RA 1080	Senior High School

				bject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject.			(Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring; Applicants for a contractual position: None required; Practitioners (part-time only): None required	
Teacher II	12	12	32245	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	Boac South District; Mogpog District; Gasan District (2); Buenavista District (2); Sta Cruz East District (2) Sta Cruz North District; Sta Cruz South District (2); and Torrijos District
Administrative Assistant II	1	8	21448	Completion of two years	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professio	Office of the SDS

				studies in college			nal (First Level Eligibility)	
Administrative Aide VI (Clerk III)	2	6	18957	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Office of the SDS
Administrative Aide I (Utility Worker)	1	1	14061	Must be able to read and write	None required	None required	None Required	Mogpog NCHS

2. All interested applicants to vacant positions shall submit the following documentary requirements to the respective HRMOs, through the Records Section or designated sub-committee/s, on or before May 17, 2025, 5:00 PM:
- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of purpose/expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
 - b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Photocopy of Voter's ID and/or any proof of residency;
 - d. Photocopy of valid and updated PRC License/ID;
 - e. Photocopy of Certificate of Board Rating;
 - f. Photocopy of scholastic/academic Record (i.e., Transcript of Records (TOR) (with General Weighted Average (GWA) for non-teaching positions) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
 - h. Photocopy of latest appointment (for those applying for promotion);
 - i. Photocopy of certificate/s of relevant specialized training or professional development programs, if any;
 - j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
 - k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd Order No. 020 s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
 - l. 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 to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C); and
 - m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

3. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.l) until May 17, 2025 shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 2.m) shall not warrant exclusion from the pool of official applicants.

4. The conduct of the classroom observation using the Classroom Observation Tool (COT) and the assessment of Non-Classroom Observable Indicators (NCOT) will be announced in a separate memorandum.

5. 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.

6. For dissemination and information.

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



Malusak, Boac, Marinduque

Email: marinduque@deped.gov.ph

•Tel. No.: (042) 754-02427 •Fax No.: (042) 332-1611

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

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 HRNO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSE for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

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", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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 as to be usable for subsequent reference.

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

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 completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
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 Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, 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, such as 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 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

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CERTIFICATION OF AUTHENTICITY AND VERACITY

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