



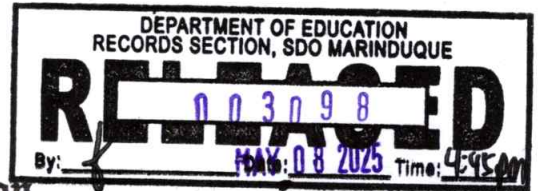
Republic of the Philippines

Department of Education

MIMAROPA REGION

SCHOOLS DIVISION OF MARINDUQUE


Office of the Schools Division Superintendent



DIVISION MEMORANDUM

OSDS-HR-2025-003

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: **CORRIGENDUM TO THE DIVISION MEMORANDUM NO. OSDS-HR-2025-002 DATED MAY 7, 2025 RE: SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT TEACHING, TEACHING-RELATED AND NON-TEACHING POSITIONS IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: May 8, 2025

1. Relative to the Division Memorandum No. OSDS-HR-2025-002 dated May 7, 2025, re: *Submission of Pertinent Documents for Vacant Teaching, Teaching-Related, and Non-Teaching Positions in the Schools Division of Marinduque*, please be informed that the published position of Master Teacher I, major in Physical Science has been changed to Master Teacher I, major in English at Marinduque National High School.

Position Title	No. of Vacancy	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
Master Teacher I (English)	1	18	51304	Bachelor of Secondary Education BSEd or Bachelor's degree plus 18 professional units in	None required	3 years of relevant experience	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS

				education with appropriate major; and 18 units for a Master's degree in Education or its equivalent				
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2. All interested applicants to vacant position 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) 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"*



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