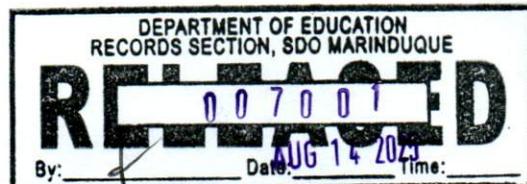




Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 OSDS-PS-2025-020

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-RELATED POSITION IN THE SCHOOLS DIVISION OF
 MARINDUQUE**

Date: August 12, 2025

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

Position Title	No. of Vacancy	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
Education Program Supervisor	1	22	78162	Masters degree in Education or other relevant Masters degree with specific area of specialization)	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 PBET/LET/Teachers Exam	Curriculum Implementation Division

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 August 22, 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. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Hard copy or electronic copy of proof of eligibility/rating/license;
- e. Hard copy or electronic copy of proof of 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. Hard copy or electronic copy of Performance rating in the last rating period with at least Very Satisfactory rating (if applicable);
- k. 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
- l. Other documents as may be required by the HRMPSB.

3. Application documents must use proper tabbing, as outlined in the checklist of requirements, and include proper pagination.

4. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.l) until August 22, 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.l) shall not warrant exclusion from the pool of official applicants.

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