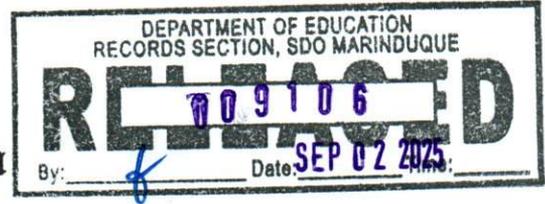




Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION  
 SCHOOLS DIVISION OF MARINDUQUE



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
 OSDS-HR-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: *LM*  
**LYNN G. MENDOZA, EdD**  
 Officer-In-Charge  
 Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT TEACHING POSITIONS IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: September 1, 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
Master Teacher I	5	18	51304	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion	5 years teaching experience	RA 1080, as amended (Teacher-Elementary / Secondary)	Boac South District; Boac North District; Sta Cruz East District (2); and Mogpog District

					of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)			
Master Teacher I (Filipino and Mathematics)	2	18	51304	Bachelor of Secondary Education BSEd or Bachelor's degree plus 18 professional units in education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years of relevant experience	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS
Master Teacher I (Senior High School Master Teacher I-Academic Track and Core Subjects)	3	18	51304	Master's degree in Relevant strand/subject plus professional 18 units Education; Master's Degree in Relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary) None Required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring	Senior High School
Teacher III	7	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or	16 hours of training in any of or a cumulative of the following: Curriculum,	2 years teaching experience	RA 1080, as amended (Teacher-Elementary / Secondary)	Sta Cruz South District; Gasan District (2); Torrijos District (3); and Sta

				learning area with at least 18 professional units in Education	Pedagogy, Subject Specialization acquired within the last 5 years			Cruz East District
Teacher III	8	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Argao NHS; Marinduque NHS (3); Bangbang NHS (3); Tiguion NHS;
Teacher II	11	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary / Secondary)	Boac North District; Boac South District; Buenavista District; Gasan District (2); Sta Cruz North District (2); and Torrijos District (4)
Teacher II	4	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary / Secondary)	Bangbang NHS; Butansapa NHS (2); Marinduque NHS;
Teacher II (Senior High School - Academic Track and Core Subject)	7	12	32245	Bachelor's Degree with a major in the relevant strand/subject plus 18 professional units in education; or	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject	1 year experience in teaching or industry work in	RA 1080 as amended (Teacher-Secondary) for permanent appointments None required for	Senior High School

				any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 professional units in education; Bachelor's Degree with a major in the relevant strand/subject or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject	Specialization acquired within the last 5 years	relevant strand/s subject	provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>	
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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 September 11, 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 2025) 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 September 11, 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

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