



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



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 OSDS-PS-2025-023

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 NON-TEACHING POSITIONS IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: September 5, 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
Administrative Officer IV (Procurement)	1	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	Office of the Schools Division Superintendent - SDO Marinduque
Administrative Officer II (Procurement)	1	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Office of the Schools Division Superintendent - SDO Marinduque
Administrative Officer II	2	11	30024	Bachelor's degree	None required	None required	Career Service Professional	Elementary

				relevant to the job			nal (Second Level Eligibility)	
Administrative Officer II	1	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Mogpog NCHS
Legal Assistant I	1	10	25586	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional /Second Level Eligibility	Office of the Schools Division Superintendent - SDO Marinduque
Administrative Assistant III (Senior Bookkeeper)	5	9	23226	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Elementary
Administrative Assistant III (Senior Bookkeeper)	3	9	23226	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Office of the Schools Division Superintendent
Administrative Assistant III (Senior Bookkeeper)	4	9	23226	Completion of 2 years of studies in college (prior to 2018), OR	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Bognuyan NHS; Buonavista NHS; Landy NHS; and Makapuyat NHS

				Completion of Grade 12/Senior High School (starting 2016)				
Administrative Assistant III	3	9	23226	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Office of the Schools Division Superintendent
Administrative Assistant II (Disbursing Officer II)	1	8	21448	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Office of the Schools Division Superintendent
Administrative Assistant II (Disbursing Officer II)	3	8	21448	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Bognuyan NHS; Tigwi NHS; and Landy NHS
Administrative Assistant II (Disbursing Officer II)	2	8	21448	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Elementary

				12/Senior High School (starting 2016)				
Administrative Assistant II	9	8	21448	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Senior High School
Administrative Assistant II	2	8	21448	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Bangbang NHS and Landy NHS
Administrative Aide IV (Clerk II)	1	4	16833	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional)/ (First Level Eligibility)	Marinduque NHS

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 15, 2025, 5:00 PM:
- a. Letter of intent addressed to the SDS containing the statement of purpose/expression of interest;
 - 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. Hard copy or electronic copy of proof of eligibility/rating/license, if applicable;
- d. Hard copy or electronic copy of proof of rating, if applicable;
- e. Hard copy or electronic copy of scholastic/academic Record (i.e., Transcript of Records (TOR) with General Weighted Average (GWA) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- f. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- g. Photocopy of latest appointment (for those applying for promotion);
- h. Photocopy of certificate/s of relevant specialized training or professional development programs, if any;
- i. Hard copy or electronic copy of the Performance Rating covering one year complete performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings, respectively;
- 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C); and
- k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to:
 - Documents showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of the issuance of appointment; and
 - Hard copy or electronic copy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 2(i) is not relevant to the position to be filled, if applicable.
- l. Other relevant documents stipulated in DepEd Order No. 7 s. 2023, DepEd Order No. 21 s. 2024.

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 September 15, 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.

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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