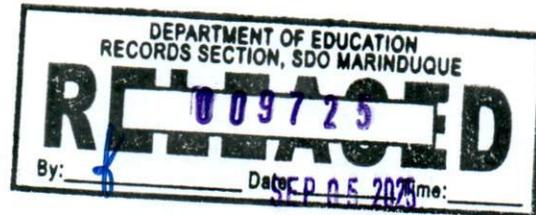




Republic of the Philippines
Department of Education
 MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 OSDS-HR-2025-022

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 POSITIONS IN THE SCHOOLS DIVISION OF
 MARINDUQUE**

Date: September 4, 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
School Principal II	1	20	62967	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)	Makapuyat NHS

					last 5 years			
Master Teacher I (English)	1	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 of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Buenavista NHS
Teacher III	1	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)	Matalaba NHS
Teacher II	2	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)	Mogpog District & Santa Cruz North District
Teacher II	4	12	32245	Bachelor's degree in Education; or Bachelor's	8 hours of training in any of or a cumulative of the	1 year teaching experience	RA 1080, as amended (Teacher-Elementary	Ipil NHS; Makapuyat NHS; Puting

				degree in relevant subject or learning area with at least 18 professional units in Education	following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years		/ Secondary)	Buhangin NHS; Yook NHS
Teacher II (Senior High School Teacher II - Technical Vocational Track (TVL))	1	12	32245	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	National Certificate (NC) II and Trainers Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring	Senior High School

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 14, 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, if applicable;
 - e. Hard copy or electronic copy of proof of rating, if applicable;

- f. Hard copy or electronic copy 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. 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 14, 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. 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.

6. 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.

7. For dissemination and information.

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



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