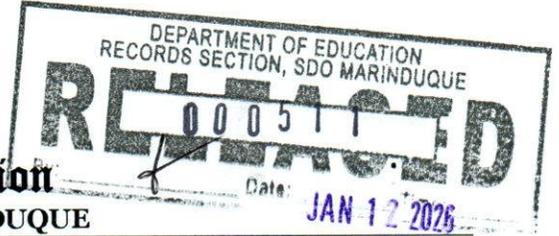




Republic of the Philippines

Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-PS-2026-002

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, TEACHING-RELATED AND NON-TEACHING POSITIONS
IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: January 9, 2026

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
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 (Teacher)	School Governance and Operations Division
School Principal II	1	20	62967	Masters degree in Education, or Educational Management,	32 hours of training in any of or a cumulative of the	5 years teaching experience and 2 years experience in	RA 1080, as amended (Teacher)	Senior High School

				or Educational Leadership ; or Masters degree in relevant learning area with at least 12 units in Management	following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	school management and operations		
Master Teacher II	1	19	56390	Masters 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 and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Elementary/ Secondary)	Sta Cruz North
Teacher III	3	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 profession	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specializ	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Matalaba NHS; Polo NHS; and Yook NHS

				al units in Education	ation acquired within the last 5 years			
Teacher III	4	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-Elementary/Secondary)	Boac North; Sta Cruz East (2); and Torrijos
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-Secondary)	Bognuyan NHS and Cawit NCHS
Teacher II	7	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	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Boac North; Torrijos (3); Buenavista; Sta Cruz North; and Sta Cruz East

					the last 5 years			
Project Development Officer I	1	11	30024	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)	Senior High School
Administrative Assistant III (Senior Bookkeeper)	1	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

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 January 19, 2026, 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.
 - n. Application documents must follow the proper tabbing and pagination as outlined in the checklist of requirements. The checklist must be placed on top of the documents.

3. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.l) until January 19, 2026 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.

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