



Republic of the Philippines

Department of Education

Schools Division of Marinduque

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-PS-2026-003

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 SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: February 2, 2026

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

Work Category	No. of Vacancy	Status	Rate	Education	Training	Experience	Eligibility	Other Qualifications
Administrative Support Staff	50	Contract of Service	P20000/month Premium: P2,000/month	At least Senior High School graduate	None required	None required	None required	Able to prepare templated reports; Computer literate preferably in MS Office Suite; and Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)

2. List of Schools with Vacancy

School	District
Sawi ES	Boac North District
Celco M. Mataac Sr. ES	Boac North District
Amoingon ES	Boac South District
Bangbangalon ES	Boac South District
Binunga ES	Boac South District
Canat ES	Boac South District
Don Severino LMS	Boac South District
Mainit ES	Boac South District
Bantay ES	Boac South District
Maybo ES	Boac South District
Pag-aso ES	Buenavista District
Banuyo ES	Gasan District
Gaspar ES	Gasan District
Paciano A. Sena Memorial HS	Gasan District
Tiguion National HS	Gasan District
Baongbacong ES	Gasan District
Bahi ES	Gasan District
Bangbang NHS	Gasan District
Tapuyan NHS	Gasan District
Lamesa ES	Mogpog District
Puting Buhangin NHS	Mogpog District
Hinanggayon ES	Mogpog District
Malayak ES	Mogpog District
Silangan ES	Mogpog District
Paye ES	Mogpog District
Guisian ES	Mogpog District
Alobo ES	Sta. Cruz East District
Angas ES	Sta. Cruz East District
Banogbog ES	Sta. Cruz East District
Dcvilla ES	Sta. Cruz East District
Haguimit ES	Sta. Cruz East District
Makapuyat NHS	Sta. Cruz East District
Pantayin ES	Sta. Cruz East District
Tambangan ES	Sta. Cruz East District
Baliis ES	Sta. Cruz North District

Punong Elementary School	Sta. Cruz NorthDistrict
Dolores NHS	Sta. Cruz NorthDistrict
Punong NHS	Sta. Cruz NorthDistrict
Kinyaman ES	Sta. Cruz SouthDistrict
Lipa ES	Sta. Cruz SouthDistrict
San Antonio ES	Sta. Cruz SouthDistrict
Tapian ES	Sta. Cruz SouthDistrict
Maniwaya NHS	Sta. Cruz SouthDistrict
Polo NHS	Sta. Cruz SouthDistrict
Bonliw ES	Torrijos District
Poctoy NHS	Torrijos District
Dampulan ES	Torrijos District
Makawayan ES	Torrijos District
Matuyatuya ES	Torrijos District
Talawan ES	Torrijos District
Sibuyao ES	Torrijos District

3. Interested applicants shall submit the following documentary requirements at the preferred school on or before February 12, 2026, 5:00 PM:

- a. Letter of intent;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet (notarized);
- c. Curriculum Vitae (CV);
- d. Photocopy of Scholastic Record/Academic Record, such as but not limited to Transcript of Records (TOR);
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Checklist of Requirements/Omnibus Sworn Statement (notarized); and
- h. Other relevant documents.

4. Applicants who will fail to submit the listed mandatory requirements until February 12, 2026 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

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"*