



Republic of the Philippines

Department of Education

MIMAROPA REGION

SCHOOLS DIVISION OF MARINDUQUE

DEPARTMENT OF EDUCATION
RECORDS SECTION, SDO MARINDUQUE

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Date: FEB 05 2026

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-PS-2026-006

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

Date: February 5, 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
School Principal II	1	20	66052	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			
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)	Tagum NHS
Special Science Teacher I	2	13	34421	Bachelors degree in a specialized field in Science, Technology, Engineering , Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None Required	None Required	RA 1080 (Teacher) Secondary ; if not RA 1080 eligible, applicant must pass the LET within five (5) years after the date of first hiring	Senior High School - SDO Marinduque
Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	7	12	33947	Bachelor's Degree with a major in the relevant strand/subject plus 18 professional units in education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in education Bachelor's Degree with a major in	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 experience in teaching or industry work in relevant strand/subject	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 - SDO Marinduque

				the relevant strand/subject or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject				
Teacher II (Senior High School Teacher II- Technical Vocational Track (TVL))	2	12	33947	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	<i>National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization</i>	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 - SDO Marinduque
Teacher I (Senior High School Teacher I- Technical Vocational Track (TVL))	1	11	31705	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion	<i>National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization</i>	None required	RA 1080 as amended (Teacher-Secondary) for permanent appointments	Senior High School - SDO Marinduque

			of technical-vocational course(s) in the area of specialization plus 18 professional units in Education			None required for provisional and contractual appointments	
			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			must pass the LET within 5 years after the date of first hiring	

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 February 15, 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. 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. Hard copy or electronic copy 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. The checklist must be placed on top of the documents.

4. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.l) until February 15, 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.

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. Please note that the submission of application for Teacher I position for S.Y. 2025-2026 has already ended on March 14, 2025 per Unnumbered Division Memorandum dated March 3, 2025. Thus, application for Teacher I submitted from February 6 to 15, 2026 will be included in the assessment for the said position in the next School Year.

7. 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.

8. For dissemination and information.

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