



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

Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-014

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: May 6, 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
Public Schools District Supervisor	1	22	81796	Master's Degree in Education or other relevant Master's Degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 Professional Teacher	Curriculum Implementation Division
School Principal IV	1	22	81796	Master's degree in Education, or Education	40 hours of training in any of or a	5 years teaching experience and 4 years	RA 1080, as amended (Teacher)	Marinduque NHS

				al Management, or Educational Leadership ; or Master's degree in relevant learning area with at least 18 units in Management	cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	experience in school management and operations		
School Principal I	2	19	59153	Master's degree in Education, or Educational Management, or Educational Leadership ; or Master's degree in relevant learning area with at least 9 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 last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	Banot-Mahunig ES and Tapuyan ES, Gasan District
Master Teacher II	1	19	59153	Master's degree in Education, or Educational Leadership, or Educational Management	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy	5 years teaching experience and 1 year relevant experience in instructional supervision	RA 1080, as amended (Teacher-Elementary/ Secondary)	Mogpog District

				nt, or relevant subject or learning area	, 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)	on and technical assistance to teachers		
Special Education Teacher III	1	16	45694	Bachelor's degree in Education with specialization in Special Education and Master's degree or equivalent	4 hours of relevant training	2 years experience as Special Education Teacher	RA 1080 (Teacher)	Sta Cruz South District
Teacher III	5	13	36125	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	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Balanacan NHS; Bonliw NHS; Hupi NHS; Sayao NHS and Yook NHS

					acquired within the last 5 years			
Teacher III	2	13	36125	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)	Mogpog District and Torrijos District
Teacher II	1	12	33947	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)	Torrijos District

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 May 16, 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. 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);
- k. 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
- l. 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 May 16, 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. 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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