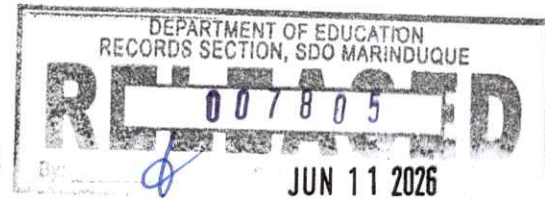




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-021

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 NON-TEACHING POSITIONS IN THE SCHOOLS
DIVISION OF MARINDUQUE**

Date: June 10, 2026

1. This Office announces the invitation for submission of pertinent documents for teaching and non-teaching related positions:

Position Title	No. of Vacancy	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
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-Secondary)	Bangbang NHS and Tiguiion NHS

Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	2	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 the relevant strand/subject or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject	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
Teacher II	10	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)	Boac South District (4); Boac North District (1); Buenavista District (1); Sta. Cruz North District (3); and Sta. Cruz East District (1)

Administrative Assistant II	4	8	22423	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)	Office of the Schools Division Superintendent (2) and Senior High School (2)
Administrative Assistant I	1	7	20914	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Office of the Schools Division Superintendent
Administrative Aide VI	1	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Office of the Schools Division Superintendent

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 June 20, 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);
-Certification of General Weighted Average (GWA), required if not indicated in the TOR (for non-teaching applicants only);
- 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), for Senior High School – TVL applicants only;
- 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 June 20, 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. 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.