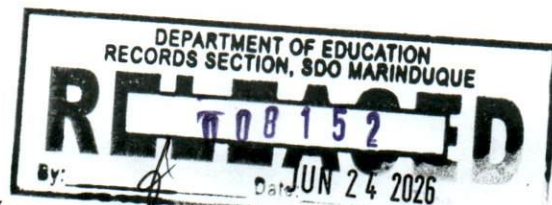




Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-025

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

Date: June 24, 2026

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

Position Title	No. of Vacancy	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
Administrative Officer II	58	11	31705	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Junior High School (15); Senior High School (1) and Elementary (42)
Project Development Officer I	24	11	31705	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Junior High School (16) and Elementary (8)

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 (school), on or before July 4, 2026, 5:00 PM:

- a. Letter of intent addressed to the SDS containing the statement of purpose/expression of interest;
- b. Fully accomplished Personal Data Sheet (PDS), notarized with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
- c. Hard copy or electronic copy of proof of eligibility/rating/license, if applicable;
- d. Hard copy or electronic copy of proof of rating, if applicable;
- e. 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;
- f. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- g. Photocopy of latest appointment (for those applying for promotion);
- h. Photocopy of Certificates of Training, if applicable;
- i. Hard copy or electronic copy of the Performance Rating covering one year complete performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings, respectively;
- j. 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):
 - o The applicant must fill out the "Status of Submission" column; and
 - o The HRMPSB/HRMPSB Secretariat/Division Sub-Committee/Division Sub-Committee Secretariat (school) must fill out the "Verification" column.
- k. Other documents as may be required by the HRMPSB, including but not limited to:
 - o Documents showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of the issuance of appointment; and
 - o Hard copy or electronic copy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.

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. Qualified applicants must accomplish the online Google Form (<https://tinyurl.com/SDOMar-NTP>) to obtain an application code, one application per position per level.

5. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.j) until July 4, 2026 shall not be included in the pool of official applicants.

However, non-submission of the additional documentary requirements (item 2.k) or those that may be required by the HRMPSB 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.

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



Malusak, Boac, Marinduque

Email: marinduque@deped.gov.ph

•Tel. No.: (042) 754-02427 •Fax No.: (042) 332-1611

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable			
c. Photocopy of authenticated valid and updated PRC License/ID, if applicable			
d. Photocopy of authenticated Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of authenticated scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.