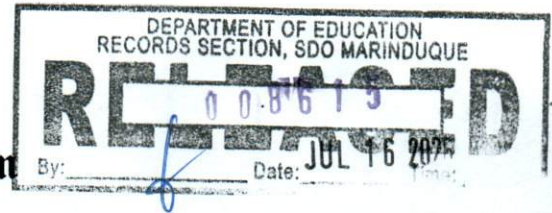




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-027

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-RELATED POSITIONS IN THE SCHOOLS DIVISION OF
MARINDUQUE**

Date: July 15, 2026

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

Position Title	No. of Vacancy	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
School Principal I	8	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	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations , Instructional Leadership	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision , school	RA 1080, as amended (Teacher)	Botilao National High School; Buenavista National High School - Bagacay Annex; Makapuyat National High School - Masaguishi Annex; Maranlig National

				units in Management	acquired within the last 5 years	management and operations , instructional supervision		High School; Puting Buhangin National High School; Sayao National High School; Sibuyao National High School; and Tambangan National High School
School Principal I	16	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)	Elementary Education

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 25, 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);

- 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. Notarized 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;
 - 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; and
 - o Certificate of Rating for the National Assessment for School Heads.

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.j) until July 25, 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

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