



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



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-033

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

Date: August 17, 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
Master Teacher I	1	18	53818	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Torrijos District

					acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)			
Teacher VI	2	16	45694	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Boac North District and Torrijos District
Teacher V (Senior High School Teacher V - Technical Vocational Track (TVL))	1	15	42178	Bachelor's degree relevant to the area of specialization plus 18 professional units in	National Certificate (NC) II and Trainer's Methodology Certificate	3 years and 6 months experience in teaching or industry	RA 1080, as amended (Teacher-Secondary) for permanent	Senior High School

				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	(TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	experience in relevant strand/area of specialization	appointments None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring	
Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)	1	13	36125	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 12 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 12	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 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

				units towards Master's degree in the relevant strand/subject				
Teacher III	3	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)	Marinduque NHS (2) and Dolores NHS (1)
Teacher III	2	12	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)	Boac North District
Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	4	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	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/s subject	RA 1080 as amended (Teacher-Secondary) for permanent appointments None required for provisional and contractual appointments	Senior High School

				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			must pass the LET within 5 years after the date of first hiring	
Teacher II	2	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-Secondary)	Yook NHS and Makapuyat NHS
Teacher II	4	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)	Gasan District (1), Buenavista District (2) and Sta. Cruz South District (1)
Teacher I	1	11	31705	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning	None required	None required	RA 1080, as amended (Teacher-Secondary)	Polo NHS

				area with at least 18 professional units in Education				
Administrative Assistant III (Senior Bookkeeper)	2	9	24329	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)	Elementary

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 August 27, 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), notarized with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, **Revised 2026**); digitally signed or electronically signed;
- c. Photocopy of Voter's ID and/or any proof of residency (for teaching positions);
- 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 positions);
- 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 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;

- k. 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;
- 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):
 - 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.
- 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 (for teaching positions).
- n. Other documents as may be required by the HRMPSB, including but not limited to (for non-teaching positions):
 - 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. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.n) until August 27, 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 & n) 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 (for higher teaching positions).

6. Please note that the submission of application for Teacher I position for S.Y. 2026-2027 has already ended on March 6, 2026, per Unnumbered Division Memorandum dated February 16, 2026.

7. Filling up of vacant Teacher I positions for School Year 2026–2027 shall be done using the existing Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA).

8. 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.

9. For dissemination and information.

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



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