DEPARTMENT OF EDUCATION
RECORDS SECTION, SDO MARINDUQUE
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By: Date: NOV 19 2026

Republic of the Philippines

Department of Education

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
OSDS-PS-2026-046

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: **RONNIE S. MALLARI, PhD, CESO III**
Regional Director
Concurrent Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT SCHOOL-BASED FEEDING PROGRAM (SBFP) COORDINATORS UNDER CONTRACT OF SERVICE (COS) IN THE SCHOOLS DIVISION OF MARINDUQUE**

DATE: November 16, 2026

1. This Office announces the invitation for submission of pertinent documents for the vacant position:

Work Category	No. of Vacancy	Status	Rate	Education	Training	Experience
Administrative Support (AS) II	1	Contract of Service	P22,000 Premium 2,200	Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job	8 hours of relevant training	1 year of relevant experience

TERMS OF REFERENCE

1. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.;

Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: https://depedmarinduque.com

3. Assists in the maintenance of database for SBFP and related programs and activities in the SDO;
4. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
6. Contributes to team effort by accomplishing related results as needed; and
7. Performs other functions as may be deemed necessary.

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 November 26, 2026, 5:00 PM:

a. Letter of intent addressed to the SDS;
b. Duly accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) with Work Experience Sheet;
c. Photocopy of Scholastic Record/Academic Record, such as but not limited to Transcript of Records (TOR);
d. Photocopy of Service Record or Certificate of Employment, if applicable;
e. Photocopy of Certificates of Training, if applicable;
f. Checklist of Requirements/Omnibus Sworn Statement;
g. Other relevant documents.

3. Individuals who will fail to submit the listed requirements until November 26, 2026 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

4. 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.

5. For dissemination and information.

DepED
MAGNE PILIPINAS
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