



Republic of the Philippines
Department of Education
Schools Division of Marinduque

Office of Education
Marinduque
SCHOOLS SECTION
CEASED
002724
OCT 03 2023

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

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: October 3, 2023

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 II	1	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree plus 18 professional education units and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	One year as Master Teacher I or Four years as Teacher III	RA 1080 PBET/LET/Teachers Exam	Sta. Cruz East District
Teacher III	4	13	31320	Bachelor of Secondary Education or	None required	2 years relevant experience	RA 1080 PBET/LET/Teachers Exam	Dolores NHS; Ipil NHS; Kasily NHS and

				Bachelor's degree plus 18 professional units in education with appropriate major				Maniwaya NHS;
Teacher III	6	13	31320	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	2 years relevant experience	RA 1080 PBET/LET/Teachers Exam	Boac North District (2); Sta Cruz South District (1); Mogpog District (1) and Sta Cruz North District (2);
Teacher II (Senior High School - Academic Track)	1	12	29165	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject.	None required	None required	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring; Applicants for a contractual position: None required	Senior High School
Teacher II	4	12	29165	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	1 year relevant experience	RA 1080 PBET/LET/Teachers Exam	Boac North District; Sta Cruz East District; Sta Cruz North District and Torrijos District
Teacher I	2	11	27000	Bachelor of Secondary Education or Bachelor's degree plus	None required	None required	RA 1080 PBET/LET/Teachers Exam	Tambangan NHS and Tigwi NHS

				18 professional units in education with appropriate major				
Teacher I (Senior High School - Academic Track)	1	11	27000	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring; Applicants for a contractual position: None required	Senior High School
Teacher I	14	11	27000	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	None required	RA 1080 PBET/LET/Teachers Exam	Boac North District (4); Buenavista District (1); Gasan District (2); Sta Cruz East District (2); Sta Cruz North District (4); and Torrijos District (1)
Administrative Officer II	13	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Office of the SDS
Project Development Officer I	3	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Office of the SDS
Administrative Assistant III	2	9	21211	Completion of two years	4 hours relevant training	1 year relevant experience	Career Service Sub-	Office of the SDS

				studies in college			Professional (First Level Eligibility)	
Administrative Assistant III	1	9	21211	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Buenavista NHS
Administrative Assistant II	1	8	19744	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Makapuyat NHS
Administrative Assistant II	1	8	19744	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Senior High School

2. Interested applicants shall submit the following documentary requirements to the Administrative Officer IV (HRMO) through the Records Unit or to the nearest Division Sub-Offices at any School Districts or send through email at depedboacpersonnel@gmail.com on or before October 13, 2023, 5:00 PM:

- a. Letter of intent;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Certificate of Eligibility/Rating/License/ID;
- d. Photocopy of Scholastic Record/Academic Record, such as but not limited to Transcript of Records (TOR);
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the latest Performance Rating covering three (3) years performance, if applicable;
- h. Omnibus Sworn Statement;
- i. Checklist of Requirements;
- j. Photocopy of last appointment, if applicable;
- k. Photocopy of performance rating obtained from the relevant work experience (if performance rating in (g) is not relevant to the position to be filed);
- l. Documents showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of the issuance of appointment; and
- m. Other relevant documents.

3. Applicants who will fail to submit the listed mandatory requirements until October 13, 2023 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

4. Please note that the submission of application for Teacher I position for S.Y. 2023-2024 has already ended on June 14, 2023 per Unnumbered Division Memorandum dated May 22, 2023. Thus, application for Teacher I submitted from October 4 – October 13, 2023 will be included in the assessment for the said position in the next School Year.

5. Open evaluation, interview, written examination and skills test to qualified applicants shall be announced in a separate communication.

6. 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.

7. For dissemination and information.

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



Malusak, Boac, Marinduque

Email: deped_marinduque@yahoo.com

•Tel. No.: (042) 754-0427 •Fax No.: (042) 332-1611