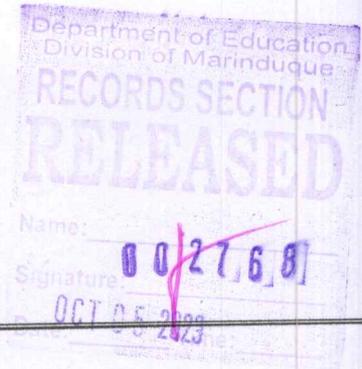




Republic of the Philippines
Department of Education
Schools Division of Marinduque

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 POSITIONS IN THE SCHOOLS DIVISION OF
MARINDUQUE**

Date: October 4, 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 III (Senior High School - Academic Track)	2	20	57347	Master's degree in relevant strand/subject plus 12 units towards a Doctorate in relevant strand/subject	16 hours of training relevant to the subject area specialization	5 years of relevant teaching/industry work experience	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	Senior High School

							for a contractual position: None required	
Master Teacher I (Senior High School - Academic Track)	1	18	46725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/industry work experience	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
Master Teacher I (ESP)	1	18	46725	Bachelor of Secondary Education BSEd or Bachelor's degree plus 18 professional units in education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years of relevant experience	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS - SDO Marinduque
Master Teacher I	1	18	46725	Bachelor of Elementary Education BEED or Bachelor's degree plus 18	None required	3 years of relevant experience	RA 1080 PBET/LET/Teacher	Sta. Cruz East District

				professional units in education; and 18 units for a Master's degree in Education or its equivalent				
Teacher III		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	Mogpog District

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 14, 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 from Senior High School cannot be accepted due to the absence of guidelines for promotion of Senior High School teachers.

4. Applicants who will fail to submit the listed mandatory requirements until October 14, 2023 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

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