



Republic of the Philippines  
**Department of Education**  
Schools Division of Marinduque

Office of the Schools Division Superintendent

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
**RELEASED**  
Name: 0029411  
Signature: \_\_\_\_\_  
OCT-18-2023 Time: \_\_\_\_\_

**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 18, 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
Special Science Teacher I	1	13	31320	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None Required	None Required	RA 1080 (Teacher) Secondary ; if not RA 1080 eligible, applicant must pass the LET within five (5) years after the date of first hiring	Senior High School
Teacher III (Senior High School -	1	13	31320	Bachelor's Degree with a major in	4 hours of training	1 year of relevant teaching/	Applicants for a permanen	Senior High School

Academic Track)				the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject.	relevant to the subject area specialization	industry work experience	t 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	
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 (Senior High School - Technical Vocational Livelihood Track)	1	12	29165	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II plus Trainor's Methodology Certificate (TMC I) Appropriate to the	6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible,	Senior High School

					specialization		they must pass the LET within five (5) years after the date of first hiring; Applicants for a contractual position: None required	
Teacher I	5	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	Buenavista 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](mailto:depedboacpersonnel@gmail.com) on or before October 28, 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 28, 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 19 – October 28, 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

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