



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: 000005  
 Signature: [Signature]  
 Date: JAN 03 2024  
 Time: [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 AND TEACHING-RELATED POSITIONS IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: January 2, 2024

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
Education Program Supervisor	1	22	71511	Master's degree in relevant area of specialization	8 hours of relevant training	2 years as Principal; Teacher; or 2 years as Head Teacher	RA 1080 P/BFT/LET/Teach	Curriculum Implementation
Public Schools District Supervisor	1	22	71511	Master's Degree in Education or other relevant Masters Degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school	RA 1080 P/BFT/LET/Teach	Curriculum Implementation Division



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

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 January 3 - January 12, 2024 will be included in the assessment for the said position in the next School Year.

3. Applicants who will fail to submit the listed mandatory requirements until January 12, 2024 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

- 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.

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 January 12, 2024, 5:00 PM:

Teacher I	1	11	27000	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in education with appropriate major	None required	None required	RA 1080 P/BET/LET/Teachers Exam	Argao NHS
				professional units in education				

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](mailto:deped_marinduque@yahoo.com)

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

