



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 AND RELATED-TEACHING POSITIONS IN THE
SCHOOLS DIVISION OF MARINDUQUE**

Date: January 10, 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
School Principal II	1	20	57347	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 PBET/LET/Teacher	Gasán District
Master Teacher II	1	19	51357	Bachelor's degree in Secondary Education; or Bachelor's degree plus	4 hours of relevant training	One year as Master Teacher I or Four years as Teacher III	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS

				18 professional units in education with appropriate major; and 24 units for a Master's degree in Education or its equivalent				
Master Teacher II	2	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 South District and Torrijos District
Master Teacher I	2	18	46725	Bachelor of Elementary Education BEED or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	None required	Three years of relevant experience	RA 1080 PBET/LET/Teacher	Sta. Cruz South District and Mogpog District
Head Teacher III	1	16	39672	Bachelor's Degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 year; or Teacher for 5 years	RA 1080 PBET/LET/Teacher's Exam	Torrijos District
Head Teacher II	1	15	36619	Bachelor's Degree in Elementary Education;	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or	RA 1080 PBET/LET/Teac	Buenavista District

				or Bachelor's degree w/ 18 professional education units		Teacher for 4 years	her's Exam	
Head Teacher I	5	14	33843	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 PBET/ LET/Teac hers Exam	Gasan District (2); Mogpog District; Sta. Cruz East District; and Boac North District
Teacher III	3	13	31320	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in education with appropriate major	None required	2 years relevant experience	RA 1080 PBET/ LET/Teac hers Exam	Bonliw NHS and Landy NHS (2)
Teacher II	1	12	29165	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in education with appropriate major	None required	1 year relevant experience	RA 1080 PBET/ LET/Teac hers Exam	Bognuyan NHS
Teacher II	3	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/Teac hers Exam	Boac North District; Mogpog District and Sta. Cruz East 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 January 20, 2024, 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 two (2) 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 January 20, 2024 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

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

5. 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.

6. For dissemination and information.

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



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