



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

Department of Education  
 Division of Marinduque  
**RECORDS SECTION**  
**RELEASE**  
 Name: 000896  
 Signature: *[Signature]*  
 MAR 15 2024

**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: *[Signature]*  
**LYNN G. MENDOZA, EdD**  
 Officer-In-Charge  
 Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT  
 TEACHING, RELATED-TEACHING AND NON-TEACHING POSITIONS  
 IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: March 13, 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	Boac North District
Master Teacher I	1	18	46725	Bachelor of Secondary Education BSEd or Bachelor's degree plus 18	None required	3 years of relevant experience	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS

				professional units in education with appropriate major; and 18 units for a Master's degree in Education or its equivalent				
Master Teacher I	1	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	3 years of relevant experience	RA 1080 PBET/LET/Teacher	Sta. Cruz East District
Head Teacher I	1	14	33843	Bachelor's Degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 PBET/LET/Teachers Exam	Buenavista NHS-Daykitin Annex
Special Education Teacher I	1	14	33843	BSEEd- BS Special Education With Specialization in SPED- Undergrad; BSEEd/BS SPED With 18 Units MA-SPED; BSEEd/BS SPED With 15 units MA-SPED; BSEEd/BS SPED With	None required	None required; 3 years actual teaching in SPED; 4 years of actual teaching in SPED; 5 years of actual teaching in SPED; and 6 years actual teaching	RA 1080 PBET/LET/Teacher's Exam	Sta Cruz South District

				12 Units in MA-SPED; BSEEd/BS E With 9 units MA-SPED; BSEEd/BS SPed/ BSE as enumerated in DepEd Order No. 7 s.2015		in SPED; With teaching experience in SPED or Inclusive Setting as enumerated in DepEd Order No. 7 s.2015		
Teacher III	1	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	Buenavista District
Teacher II	4	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/Teachers Exam	Dolores NHS (2); Ipil NHS and Tapuyan NHS
Teacher II (Senior High School - Academic Track)	2	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:	Senior High School

							None required	
Teacher II	7	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	Mogpog District (3) Sta Cruz North District; Sta Cruz East District and Boac North District (2)
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
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)	Office of the SDS
Administrative Assistant III (Senior Bookkeeper)	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)	Office of the SDS
Administrative Assistant III (Senior Bookkeeper)	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)	Elementary

Administrative Assistant II (Accounting Clerk)	1	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Office of the SDS
Administrative Assistant II (Disbursing Officer II)	2	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Elementary
Administrative Assistant II	6	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
Administrative Assistant II (Disbursing Officer 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)	Bangbang NHS
Administrative Aide VI (Cashiering Services)	1	6	17553	Completion of two years in College	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Office of the SDS
Administrative Aide VI (Storekeeper II)	1	6	17553	Completion of two years in College	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Office of the SDS
Administrative Aide VI (Data Entry Machine Operator)	1	6	17553	Completion of two years in College	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Office of the SDS

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 March 23, 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) (with General Weighted Average (GWA) for non-teaching personnel);
- 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 March 23, 2024 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 March 14 – March 23, 2024 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"*



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