



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

Date: March 12, 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	Bachelors degree in Secondary Education or Bachelors 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	Senior High School - SDO Marinduque
Teacher II	2	12	29165	Bachelor of Elementary Education or Bachelors degree plus 18	None required	1 year relevant experience	RA 1080 PBET/LET/Teachers Exam	Gasan District and SCE District

				professional units in education				
Teacher I (Senior High School - Technical Vocational Livelihood Track)	1	11	27000	Bachelors degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II Appropriate to the specialization	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 - SDO Marinduque
Teacher I	3	11	27000	Bachelor of Secondary Education or Bachelors degree plus 18 professional units in education with appropriate major	None required	None required	RA 1080 PBET/LET/Teachers Exam	Bagtingon NHS; Dolores NHS and Kasily NHS
Teacher I	8	11	27000	Bachelor of Elementary Education or Bachelors degree plus 18 professional units in education	None required	None required	RA 1080 PBET/LET/Teachers Exam	Boac North District (3); Buenavista District; Sta. Cruz East District; Sta. Cruz North District; Sta. Cruz South District and Torrijos District
Administrative Assistant II	1	8	19744	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Profession	Senior High School - SDO Marinduque

							al (First Level Eligibility)	
Administrative Assistant II	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)	Landy NHS
Administrative Assistant II (Disbursing Officer II)	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)	Elementary

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 March 22, 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 March 22, 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 13 – March 22, 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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