



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: 001280  
Signature: [Signature]  
Date: APR 30 2024

**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: April 29, 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	Elementary
School Principal I	5	19	51357	Bachelor's degree in Secondary Education or Bachelor's degree with	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or	RA 1080 PBET/LET/Teacher/Principal's Test	Argao NHS, Dolores NHS, Kilo-kilo NHS, Mogpog CNHS, Tagum NHS

				18 professional education units		Teacher for 5 years		
School Principal I	11	19	51357	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	RA 1080 PBET/LET/Teacher/Principal's Test	Elementary
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	Torrijos 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	Elementary
Teacher III	2	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/Teachers Exam	Buenavista NHS, Kilo-kilo NHS
Teacher III	3	13	31320	Bachelor of Elementary Education or Bachelor's degree plus	None required	2 years relevant experience	RA 1080 PBET/LET/Teachers Exam	Torrijos District (2) and Sta. Cruz South District

				18 professional units in education				
Teacher II	2	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	Sta Cruz South District
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 PBET/LET/Teachers Exam	Buenavista NHS, Ilaya NHS and Maniwaya NHS
Teacher I (Senior High School - Technical Vocational Livelihood Track)	4	11	27000	Bachelor's 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
Teacher I	2	11	27000	Bachelor of Elementary Education or Bachelor's degree plus 18 professional	None required	None required	RA 1080 PBET/LET/Teachers Exam	Elementary

				units in education				
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	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)	Senior High School

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 May 9, 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 May 9, 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 April 30 – May 9, 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"*



Malusak, Boac, Marinduque

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