



Republic of the Philippines
Department of Education
Schools Division of Marinduque

Department of Education
Division Office of Marinduque
RECORDS SECTION
RELEASED
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Name: _____
Signature: _____
JUN 05 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:  **LYNN G. MENDOZA, EdD**
Officer-In-Charge
Schools Division Superintendent

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

Date: June 04, 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 Education or other relevant Master's degree with specific area of specialization Computer literate, preferably with a Math major	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 PBET/ LET/Teachers Exam	Curriculum Implementation Division
Education Program Supervisor	1	22	71511	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 PBET/ LET/Teachers Exam	Curriculum Implementation Division

Public Schools District Supervisor	1	22	71511	Master's Degree in Education or other relevant Master's Degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 PBET/LET/Teachers Exam	Curriculum Implementation Division
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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 June 14, 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 June 14, 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"*



Malusak, Boac, Marinduque

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