



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: 002157
Signature: [Signature]
Date: JUL 09 2024 Time:

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: *mm*
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: July 5, 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	2	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	1	19	51357	Bachelor's degree in Secondary Education or Bachelor's degree with 18	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	Tigwi NHS

				professional education units				
School Principal I	2	19	51357	Bachelor's degree in Elementary 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 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	Gasan District and Torrijos District
Master Teacher I	2	18	46725	Bachelor of Secondary Education BSEd or Bachelor's degree plus 18 professional units in education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years of relevant experience	RA 1080 PBET/LET/Teachers Exam	Bangbang NHS and Marinduque NHS
Head Teacher I	1	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/Teachers 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	Makapuyat NHS and Sayao NHS
Teacher III	4	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	Sta. Cruz East District; Sta. Cruz South District; and Torrijos District (2)
Teacher II	2	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	Bognuyan NHS and Landy NHS
Teacher II	9	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	Boac North District (3); Boac South District; Sta. Cruz South District (2); Sta. Cruz North District; Torrijos District; and Mogpog 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

Teacher I	3	11	27000	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	None required	RA 1080 PBET/LET/Teachers Exam	Elementary
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2. Interested applicants shall submit the following documentary requirements to the Administrative Officer IV (HRMO) through the Records Section or to the nearest Division Sub-Offices at any School Districts or send through email at depedboacpersonnel@gmail.com on or before July 15, 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 July 15, 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. 2024-2025 has already ended on April 11, 2024 per Unnumbered Division Memorandum dated March 20, 2024. Thus, application for Teacher I submitted from July 6 – July 15, 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.