



Republic of the Philippines
Department of Education
 Schools Division of Marinduque

Department of Education
 Division of Marinduque
RECORDS SECTION
RELEASED
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 Name: _____
 Signature: *[Signature]*
 Date: **AUG 09 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 AND TEACHING-RELATED POSITIONS IN THE
 SCHOOLS DIVISION OF MARINDUQUE**

Date: August 7, 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
Master Teacher I	3	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 South District and Torrijos District (2)
Special Education Teacher I	1	14	33843	BSEEd- BS Special Education with Specializati	None required	None required; 3 years actual teaching	RA 1080 PBET/LET/Teacher's Exam	Boac North

				<p>on in SPED- Undergrad; BSEEd/BS SPED With 18 Units MA-SPED; BSEEd/BS SPED With 15 units MA-SPED; BSEEd/BS SPED With 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</p>		<p>in SPED; 4 years of actual teaching in SPED; 5 years of actual teaching in SPED; and 6 years actual teaching in SPED; With teaching experience in SPED or Inclusive Setting as enumerated in DepEd Order No. 7 s.2015</p>		
Teacher II (Senior High School - Academic Track)	1	12	29165	<p>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.</p>	None required	None required	<p>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</p>	Senior High School
Teacher II	1	12	29165	<p>Bachelor of Secondary Education or Bachelor's degree plus 18 professional</p>	None required	1 year relevant experience	<p>RA 1080 PBET/ LET/Teachers Exam</p>	Landy NHS; Makapuyat NHS

				units in education with appropriate major				
Teacher II	3	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 (2) and Gasan District
Teacher I	3	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	Bognuyan NHS; Mongpong NHS and Tapuyan NHS
Teacher I	9	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	Sta Cruz South District; Mogpog District (4); Gasan District (2) and Boac North District (2)
Teacher I	1	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	Kindergarten Education

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 August 17, 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 August 17, 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 August 8 – August 17, 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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