



Republic of the Philippines
Department of Education
 Schools Division of Marinduque

Department of Education
 Division of Marinduque
RECORDS SECTION
RELEASED
 Name: 0027801
 Signature:
 Date: AUG 13 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, TEACHING-RELATED AND NON-TEACHING POSITIONS
 IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: August 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 Elementary 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 | Boac South |
| Master Teacher II | 1 | 19 | 51357 | Bachelors degree in Elementary Education; or Bachelors degree plus 18 | 4 hours of relevant training | One year as Master Teacher I or Four years as Teacher III | RA 1080 PBET/LET/Teachers Exam | Boac North District |

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| | | | | professional education units and 24 units for a Masters degree in Education or its equivalent | | | | |
| Head Teacher VI | 1 | 19 | 51357 | Bachelors Degree in Secondary Education; or Bachelors degree w/ 18 professional education units with appropriate field of specialization | 24 hours of relevant training | Head Teacher for 5 years; or Master Teacher for 4 years | RA 1080 PBET/LET/Teacher's Exam | Marinduque NHS |
| Teacher III | 1 | 13 | 31320 | Bachelor of Secondary Education or Bachelors degree plus 18 professional units in education with appropriate major | None required | 2 years relevant experience | RA 1080 PBET/LET/Teachers Exam | Ilaya NHS |
| Teacher III | 2 | 13 | 31320 | Bachelor of Elementary Education or Bachelors degree plus 18 professional units in education | None required | 2 years relevant experience | RA 1080 PBET/LET/Teachers Exam | Sta. Cruz North District and Boac North District |
| Teacher II (Senior High School - Academic Track) | 1 | 12 | 29165 | Bachelors Degree with a major in the relevant strand/subject; or any Bachelors degree plus at least 6 units towards a Masters degree in relevant | None required | None required | Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within | Senior High School |

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|--|---|----|-------|--|---------------|----------------------------|---|---|
| | | | | strand/subject. | | | five (5) years after the date of first hiring; Applicants for a contractual position: None required | |
| Teacher II | 3 | 12 | 29165 | Bachelor of Elementary Education or Bachelors degree plus 18 professional units in education | None required | 1 year relevant experience | RA 1080 PBET/LET/Teachers Exam | Boac North District Sta. Cruz North District and Sta. Cruz South District |
| Teacher I | 3 | 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 | Mogpog District; Buenavista District and Boac North District |
| Administrative Aide IV (Clerk II) | 4 | 4 | 15586 | Completion of two years studies in college | None required | None required | Career Service Sub-Professional (First Level Eligibility) | School Governance and Operations Divisions |
| Administrative Aide III (Clerk I) | 2 | 3 | 14678 | Completion of two years studies in college | None required | None required | Career Service Sub-Professional (First Level Eligibility) | School Governance and Operations Divisions |
| Administrative Aide I (Utility Worker) | 6 | 1 | 13000 | Must be able to read and write | None required | None required | None Required (MC 11, s. 1996 - Cat III) | School Governance and Operations Divisions |

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 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 August 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. 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 13 – August 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"*



Malusak, Boac, Marinduque

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