



Republic of the Philippines  
**Department of Education**  
Schools Division of Marinduque  
**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 AND NON-TEACHING POSITIONS IN THE SCHOOLS  
DIVISION OF MARINDUQUE**

Date: September 6, 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 (Social Studies)	1	18	49015	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	Marinduque NHS
Teacher III	3	13	32870	Bachelor of Secondary Education	None required	2 years relevant experience	RA 1080 PBET/	BAGTINGON NHS; Buenavista

				or Bachelor's degree plus 18 professional units in education with appropriate major			LET/Teachers Exam	NHS and Marinduque NHS
Teacher III	1	13	32870	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	Kindergarten Education - Torrijos District
Teacher II	2	12	30705	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	MAKAPUYAT NHS and Marinduque NHS
Teacher II	4	12	30705	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	Torrijos District (2); Sta. Cruz North District and Sta. Cruz East District;
Teacher I	8	11	28512	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; Cawit NCHS; LANDY NHS; Makapuyat NHS; Maniwaya NHS; Punong NHS; SAYAO NHS; TAMBANGAN NHS
Teacher I (Senior High School - Academic Track)	3	11	28512	Bachelor's Degree with a major in the relevant strand/subject; or any	None required	None required	Applicants for a permanent appointment: RA	Senior High School

				Bachelor's degree with at least 15 units of specialization in the relevant strand/subject			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	
Teacher I	7	11	28512	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	None required	RA 1080 PBET/LET/Teachers Exam	Boac North District (2); Sta Cruz North District (2); Mogpog District; Torrijos District (2);
Administrative Assistant II	1	8	20534	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Buenavista NHS

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](mailto:depedboacpersonnel@gmail.com) on or before September 16, 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 certification of General Weighted Average (GWA) for non-teaching positions);
- 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 September 16, 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 September 7 – September 16, 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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