



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: **003923**  
 Signature: *[Signature]*  
**OCT 08 2024**

**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 POSITIONS IN THE SCHOOLS DIVISION OF  
 MARINDUQUE**

Date: October 4, 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 II	1	19	53873	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	Boac North District
Master Teacher I	1	18	49015	Bachelor of Elementary Education BEED or Bachelor's degree plus 18 professional units in education;	None required	3 years of relevant experience	RA 1080 PBET/LET/Teacher	Sta. Cruz South District

				and 18 units for a Master's degree in Education or its equivalent				
Teacher III	1	13	32870	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
Teacher III	2	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	Boac South District and Torrijos District
Teacher II	1	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	Dolores NHS
Teacher II (Senior High School - Academic Track)	1	12	30705	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.	None required	None required	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	Senior High School
Teacher II (Senior High School - Technical Vocational Livelihood Track)	1	12	30705	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II plus Trainor's Methodology Certificate (TMC II) Appropriate to the	6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible,	Senior High School

					specialization		they must pass the LET within five (5) years after the date of first hiring; Applicants for a contractual position: None required	
Teacher II	3	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	Sta Cruz South District (2); and Buenavista District
Teacher I	1	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	Tambangan NHS
Teacher I	3	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	Sta. Cruz East District (2); and Buenavista District

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.02@gmail.com](mailto:depedboacpersonnel.02@gmail.com) on or before October 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);
- 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 October 14, 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 October 5 – October 14, 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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