




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
 No: 004130
 Signature: [Signature]
 Date: OCT 17 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: 
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: October 14, 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 |
|----------------|----------------|--------------|----------------|---|---------------|-----------------------------|--------------------------------|------------------------|
| 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 | Sta Cruz East 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 | Sayao NHS |
| Teacher I | 1 | 11 | 28512 | Bachelor of Secondary Education or Bachelor's | None required | None required | RA 1080 PBET/LET/Teachers Exam | Balanacan NHS |

| | | | | | | | | |
|---|---|---|-------|---|------------------------------|-------------------------------|---|------------------------------------|
| | | | | degree plus 18 professional units in education with appropriate major | | | | |
| Administrative Assistant II (Disbursing Officer II) | 2 | 8 | 20534 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service Sub-Professional I (First Level Eligibility) | Office of the SDS & 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.02@gmail.com on or before October 24, 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 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 October 24, 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 15 – October 24, 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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