



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: 004219  
 Signature: [Signature]  
 Date: OCT 31 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, TEACHING-RELATED AND NON-TEACHING POSITIONS IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: October 30, 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 I	9	19	53873	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	RA 1080 PBET/LET/Teacher/Principal's Test	Argao NHS; Butansapa NHS; Dolores NHS; Kilo-kilo NHS; Malibago NHS; Mogpog NCHS; Tagum NHS; Tiguiion NHS; and Tigwi NHS
School Principal I	18	19	53873	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	RA 1080 PBET/LET/Teacher/Principal's Test	Boac North District (2); Boac South District (3); Buenavista District (6); Gasan District (1); Mogpog District (5); and Torrijos District (1)

Master Teacher I (T.L.E.)	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	Bognuyan NHS
Head Teacher IV	1	17	45138	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years; or MT for 2 years	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS
Teacher II	1	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 North
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	Puting Buhangin NHS
Administrative Aide VI (Clerk III)	1	6	18255	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Office of the SDS

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 November 9, 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 November 9, 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 31 – November 9, 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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