



Republic of the Philippines
Department of Education
Schools Division of Marinduque

Department of Education
Division of Marinduque
**RECORDS SECTION
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Name: 707925
Signature: [Signature]
Date: DEC 09 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: December 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
Education Program Supervisor (MAPEH)	1	22	74836	Master's degree in education or other relevant Master's degree with specific area of specialization)	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 PBET/ LET/ Teachers Exam	Curriculum Implementation Division
School Principal II	2	20	60157	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional	40 hours of relevant training	1 year as Principal	RA 1080 PBET/ LET/ Teacher	Landy NHS and Ipil NHS

				education units + 6 units of Management				
School Principal I	2	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 (Teacher) /PBET/ LET/ NQESH PASSER	Elementary
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	Sta Cruz East District
Master Teacher I	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	Bangbang NHS
Head Teacher IV	1	17	45138	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate	24 hours of relevant training	HT for 3 years; or MT for 2 years	RA 1080 PBET/ LET/ Teachers Exam	Marinduque NHS

				field of specialization				
Head Teacher III	1	16	41616	Bachelor's Degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 year; or Teacher for 5 years	RA 1080 PBET/ LET/ Teacher's Exam	Buenavista District
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	Buenavista NHS
Teacher III	3	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	Mogpog District and Buenavista District (2)
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	Butansapa NHS
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	Torrijos District (2) and Gasan District
Teacher I	2	11	28512	Bachelor of Secondary Education	None required	None required	RA 1080 PBET/ LET/	Paciano A. Sena MHS and

				or Bachelor's degree plus 18 professional units in education with appropriate major			Teachers Exam	Bognuyan NHS
Teacher I (Senior High School - Academic Track)	1	11	28512	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the 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
Administrative Assistant III (Senior Bookkeeper)	1	9	22219	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Office of the Schools Division Superintendent

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 depdboacpersonnel.02@gmail.com on or before December 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 GWA certification 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 December 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 December 7 – December 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"*



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