



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
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Name: 0498131
Signature: [Signature]
Date: DEC 9 2024 Time:

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 TEACHING-RELATED POSITIONS IN THE
SCHOOLS DIVISION OF MARINDUQUE**

Date: December 9, 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
Head Teacher VI	1	19	53873	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 5 years; or MT for 4 years	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS
Master Teacher II	1	19	53873	Bachelor's degree in Secondary Education; or Bachelor's degree plus	4 hours of relevant training	One year as Master Teacher I or Four years as	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS

				18 professional units in education with appropriate major; and 24 units for a Master's degree in Education or its equivalent		Teacher III		
Head Teacher V	1	18	49015	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 4 years; or MT for 3 years	RA 1080 PBET/LET/Teachers Exam	Marinduque NHS
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	Buenavista NHS
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	Argao NHS
Teacher II	2	12	30705	Bachelor of Secondary Education or	None required	1 year relevant	RA 1080 PBET/LET/Teac	Cawit NHS and

				Bachelor's degree plus 18 professional units in education with appropriate major		experience	hers Exam	Marinduque 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)	4	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 I) Appropriate to the specialization	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, they must pass the LET within five (5) years after the date of first hiring; Applicants for a contractual position:	Senior High School

							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	Buenvista District; Gasan and Sta. Cruz North 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	Puting Buhangin 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
Teacher I	1	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	Torrijos 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 on or before December 19, 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 December 19, 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 10 – December 19, 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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