



Republic of the Philippines
Department of Education
 Schools Division of Marinduque

RECORDS SECTION
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Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-HR-2025-001

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 SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: January 21, 2025

1. This Office announces the invitation for submission of pertinent documents for the vacant position:

Work Category	No. of Vacancy	Status	Rate	Education	Training	Experience	Eligibility	Other Qualifications
Administrative Support Staff	72	Contract of Service	P9,460/month Premium: P1,182.5/month	At least Senior High School graduate	None required	None required	None required	Able to prepare templated reports; Computer literate preferably in MS Office Suite; and Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)

2. Interested applicants shall submit the following documentary requirements at the preferred school on or before January 31, 2025, 5:00 PM:

- a. Letter of intent;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet (notarized);
- c. Curriculum Vitae (CV);
- 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. Checklist of Requirements/Omnibus Sworn Statement (notarized); and
- h. Other relevant documents.

3. Applicants who will fail to submit the listed mandatory requirements until January 31, 2025 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

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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**LIST OF SCHOOLS FOR HIRING NEW ADMINISTRATIVE SUPPORT STAFF UNDER
CONTRACT OF SERVICE (COS)**

NO.	DISTRICT	SCHOOL
1	Boac North District	Agumaymayan ES
2	Boac North District	Hinapulan ES
3	Boac North District	Maligaya ES
4	Boac North District	Pili-Balogo ES
5	Boac North District	Sawi ES
6	Boac North District	Tumagabok ES
7	Boac South District	Amoingon ES
8	Boac South District	Bangbangalon ES
9	Boac South District	Binunga ES
10	Boac South District	Canat ES
11	Boac South District	Don Severino Lardizabal MS
12	Boac South District	Mainit ES
13	Boac South District	Tambunan ES
14	Buenavista District	Bancoro ES
15	Buenavista District	Binunga ES
16	Buenavista District	Daykitin ES
17	Buenavista District	Malbog ES
18	Buenavista District	Pag-asa ES
19	Buenavista District	Sihi ES
20	Gasán District	Banot-Mahunig ES
21	Gasán District	Banuyo ES
22	Gasán District	Gaspar ES
23	Gasán District	Paciano A. Sena MHS
24	Gasán District	Tiguion NHS
25	Mogpog District	Bintakay ES
26	Mogpog District	Butansapa ES
27	Mogpog District	Janagdong ES
28	Mogpog District	Lamesa ES
29	Mogpog District	Magapua ES
30	Mogpog District	Nangka ES
31	Mogpog District	Puting Buhangin ES
32	Mogpog District	Puting Buhangin NHS
33	Mogpog District	Sayao ES
34	Santa Cruz East District	Alobo ES
35	Santa Cruz East District	Angas ES
36	Santa Cruz East District	Banogbog ES
37	Santa Cruz East District	Biga ES
38	Santa Cruz East District	Devilla ES
39	Santa Cruz East District	Masalukot ES
40	Santa Cruz East District	Pansoy ES
41	Santa Cruz East District	Tagum NHS

NO.	DISTRICT	SCHOOL
42	Santa Cruz East District	Tamayo ES
43	Santa Cruz North District	Dating Bayan ES
44	Santa Cruz North District	Hupi Elementary School
45	Santa Cruz North District	Kalangkang ES
46	Santa Cruz North District	Kasily ES
47	Santa Cruz North District	Kasily NHS
48	Santa Cruz North District	Lusok Elementary School
49	Santa Cruz North District	Makawayan ES
50	Santa Cruz North District	Punong Elementary School
51	Santa Cruz North District	Santa Cruz North Central
52	Santa Cruz South District	Kilo-Kilo NHS
53	Santa Cruz South District	Kinyaman ES
54	Santa Cruz South District	Lipa ES
55	Santa Cruz South District	Makulapnit ES
56	Santa Cruz South District	Maniwaya ES
57	Santa Cruz South District	San Antonio ES
58	Santa Cruz South District	Tapian ES
59	Torrijos District	Bonliw ES
60	Torrijos District	Bonliw NHS
61	Torrijos District	Mabuhay PS
62	Torrijos District	Maranlig NHS
63	Torrijos District	Matuyatuya ES
64	Torrijos District	Matuyatuya NHS
65	Torrijos District	Pakaskasan PS
66	Torrijos District	Payanas ES
67	Torrijos District	Poctoy ES
68	Torrijos District	Poctoy NHS
69	Torrijos District	Sibuyao ES
70	Torrijos District	Sibuyao NHS
71	Torrijos District	Sinambahan PS
72	Torrijos District	Suha ES