



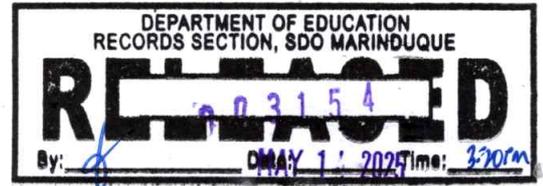
Republic of the Philippines

**Department of Education**

MIMAROPA REGION

**SCHOOLS DIVISION OF MARINDUQUE**

**Office of the Schools Division Superintendent**



**DIVISION MEMORANDUM**

OSDS-PS-2025-009

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: May 9, 2025

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
Special Education Teacher I	5	14	37024	BSEEd- BS Special Education with Specialization in SPED- Undergrad; BSEEd/BS SPED with 18 Units MA-SPED; BSEEd/BS SPED with 15 units MA-SPED; BSEEd/BS SPED with 12 Units in	None required	None required; 3 years actual teaching in SPED; 4 years of actual teaching in SPED; 5 years of actual teaching in SPED; and 6 years actual teaching in SPED;	RA 1080 PBET/LET/Teacher's Exam	Elementary

				MA-SPED; BSEEd/BS E With 9 units MA- SPED; BSEEd/BS SPed/ BSE as enumerated in DepEd Order No. 7 s.2015		With teaching experience in SPED or Inclusive Setting as enumerate d in DepEd Order No. 7 s.2015		
Special Science Teacher I	3	13	34421	Bachelor's degree in a specialized field in Science, Technology, Engineering , Mathematic s, or other applied courses as identified and approved by DOST as priority S&T courses	None Require d	None Required	RA 1080 (Teacher) Secondary ; if not RA 1080 eligible, applicant must pass the LET within five (5) years after the date of first hiring	Senior High School
Guidance Counselor III	1	13	34421	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Marinduque NHS
Guidance Counselor II	11	12	32245	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Senior High School
School Librarian I	2	11	30024	Bachelor of Information Science or any Bachelor's Degree major in Library Science or Information Science	None required	None required	RA 1080	Marinduque NHS

2. All interested applicants to vacant positions shall submit the following documentary requirements to the respective HRMOs, through the Records Section or designated sub-committee/s, on or before May 19, 2025, 5:00 PM:

- a. Letter of intent addressed to the SDS containing the following information:
  - i. Statement of purpose/expression of interest; and
  - ii. Learning area/subject group they intend to teach, if applicable;

- b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic Record (i.e., Transcript of Records (TOR) (with General Weighted Average (GWA) for non-teaching positions) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized training or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd Order No. 020 s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C); and
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

3. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.l) until May 19, 2025 shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 2.m) shall not warrant exclusion from the pool of official applicants.

4. The conduct of the classroom observation using the Classroom Observation Tool (COT) and the assessment of Non-Classroom Observable Indicators (NCOT) will be announced in a separate memorandum.

5. 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.

6. For dissemination and information.

*"Marinduque Heart of the Philippines  
Lead to Excel, Excel to Lead"*



Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

•Tel. No.: (042) 754-02427 •Fax No.: (042) 332-1611