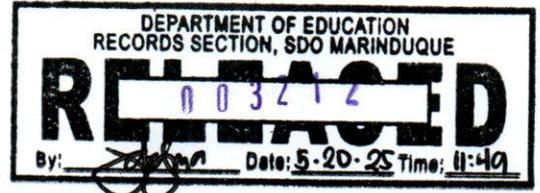




Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 OSDS-PS-2025-011

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
 ADMINISTRATIVE OFFICER II POSITIONS IN THE SCHOOLS
 DIVISION OF MARINDUQUE**

Date: May 20, 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
Administrative Officer II	87	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Elementary
Administrative Officer II	28	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Balanacan NHS; Bangbang NHS; Bognuyan NHS; Poctoy NHS; Buenavista NHS;

								Butansapa NHS; Cawit NCHS; Dolores NHS; Hupi NHS; Ilaya NHS; Ipil NHS; Kasily NHS; Kilo-kilo NHS; Landy NHS; Makapuyat NHS; Malibago NHS; Maniwaya NHS; Matalaba NHS; Matuyatuya NHS; Mongpong NHS; Sayao NHS; Sibuyao NHS; Tagum NHS; Tapuyan NHS; Tigwi NHS; Tiguion NHS; Yook NHS and Bagtingon NHS
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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 30, 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 and notarized PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic Record (i.e., Transcript of Records (TOR) with General Weighted Average (GWA) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - f. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;

- g. Photocopy of latest appointment (for those applying for promotion);
- h. Photocopy of certificate/s of relevant specialized training or professional development programs, if any;
- i. Photocopy of the Performance Rating covering one year complete performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings, respectively;
- j. 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
- k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to:
 - Documents showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of the issuance of appointment; and
 - Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.
- l. Other relevant documents stipulated in DepEd Order No. 7 s. 2023, DepEd Order No. 21 s. 2024.

3. Application documents must use proper tabbing, as outlined in the checklist of requirements, and include proper pagination.

4. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.l) until May 30, 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.

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

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