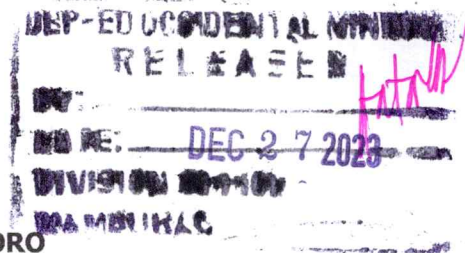




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division  
Superintendent

December 27, 2023

**DIVISION MEMORANDUM**  
NO. 000409, s. 2023

**ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 408 S. 2023  
TITLED SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT ITEMS IN  
THE SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

TO: Officer-In-Charge, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/TICs  
All Others Concerned

1. Relative to the issued Division Memorandum No. 408, s. 2023, dated December 22, 2023, titled "**SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT ITEMS IN THE SCHOOLS DIVISION OF OCCIDENTAL MINDORO**", this Office informs the field that the vacated Senior Education Program Specialist is for **School Management Monitoring and Evaluation (SMME)** and not for Planning and Research (PRS).
2. Also, this Office prefers BS Accountancy graduates for the interested applicants of Senior Bookkeeper and Bookkeeper positions.
3. Further, the submission of pertinent documents for Senior Education Program Specialist, Senior Bookkeeper and Bookkeeper is extended until **January 8, 2024**, Monday at the Schools Division Office of Occidental Mindoro.
4. For immediate dissemination.

**LOIDA P. ADORNADO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

By the Authority of the OIC-SDS:

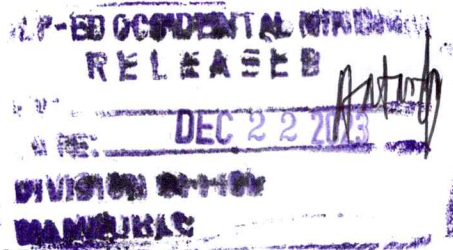
**RODEL S. MAGNAYE**  
Chief Education Supervisor  
Officer-in-Charge

Office of the Assistant Schools Division Superintendent





Republic of the Philippines  
Department of Education  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division  
Superintendent

December 22, 2023

**DIVISION MEMORANDUM**

No. 000408 s. 2023

**SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT ITEMS IN THE  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

TO: Officer-In-Charge, Office of the Assistant Schools Division  
Superintendent  
Chief Education Supervisor, CID and SGOD  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/TICs  
All Others Concerned

1. With the intent to fill in the vacant position in the Schools Division of Occidental Mindoro, this Office announces the **invitation for submission of pertinent documents for interested applicants**, on or before **January 3, 2024, 5:00 pm** at the Schools Division Office, Mamburao, Occidental Mindoro.
2. Further, the letter of the interested applicants shall be addressed to the Head of the agency in the following format:

**Dr. LOIDA P. ADORNADO, CESO VI**  
OIC, Office of the Schools Division Superintendent  
Schools Division of Occidental Mindoro  
Mamburao, Occidental Mindoro

3. **Deped Order No. 7 s. 2023** entitled the *Guidelines on Recruitment, Selection and Appointment in the Department of Education* will be the basis in evaluation and assessment of each document. Interested applicants should attach the following documents with their application:
  - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;



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- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with work experience sheet, if applicable;
  - 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 such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
  - f. Photocopy of Certificate/s of Training, if applicable;
  - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  - h. Photocopy of latest appointment, if applicable;
  - i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
  - 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), notarized by authorized official; and
  - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
    - ii. 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.
4. **Incomplete documents shall not be entertained.** All items declared to have been submitted in the Omnibus Sworn Statement must be present.
5. All vacant positions shall be open to all qualified applicants regardless 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 merit and fitness for the job and equal employment opportunity.





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6. The following is the table of Qualification Standards approved by the Civil Service Commission for the vacant positions:

POSITION	NO OF ITEM/ S	SALARY GRADE	QUALIFICATION STANDARD
Education Program Supervisor (CID) - LRMDS - MAPEH	2	22	<p><b>Education:</b> Master's degree in Education or other relevant Master's degree with specific area of specialization</p> <p><b>Experience:</b> 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher</p> <p><b>Training:</b> 8 hours of relevant training</p> <p><b>Eligibility:</b> RA 1080 (Teacher)</p>
Senior Education Program Specialist for Planning and Research	1	19	<p><b>Education:</b> Bachelor's degree in Education or its equivalent</p> <p><b>Experience:</b> 2 years experience in education research, development, implementation or other relevant experience</p> <p><b>Training:</b> 4 hours of relevant training</p> <p><b>Eligibility:</b> RA1080 (Teacher), Career Service (Professional) Appropriate Eligibility for Second Level Position</p>
School Principal IV (Secondary)	1	22	<p><b>Education:</b> Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management</p> <p><b>Experience:</b> 3 years as Principal</p> <p><b>Training:</b> 40 hours of relevant training</p> <p><b>Eligibility:</b> RA 1080 (Teacher) NQESH PASSER</p>
School Principal III (Secondary)	2	21	<p><b>Education:</b> Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18</p>



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					professional education units + 6 units of Management <b>Experience:</b> 2 years as Principal <b>Training:</b> 40 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher) NQESH PASSER
School Principal II (Elementary)		1		20	<b>Education:</b> Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management <b>Experience:</b> 1 year as Principal <b>Training:</b> 40 hours of relevant training <b>Eligibility:</b> RA 1080, (Teacher) NQESH PASSER
School Principal I (Elementary)		21		19	<b>Education:</b> Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units <b>Experience:</b> HT for 1 year; or or TIC for 2 years; or MT for 2 years; or T for 5 years <b>Training:</b> 40 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher) NQESH PASSER
School Principal I (Secondary)		1		19	<b>Education:</b> Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units <b>Experience:</b> HT for 1 year; or or TIC for 2 years; or MT for 2 years; or T for 5 years <b>Training:</b> 40 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher) NQESH PASSER
Guidance Counselor II		19		12	<b>Education:</b> Bachelor's degree in Guidance and Counseling <b>Experience:</b> None Required <b>Training:</b> None Required



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			<b>Eligibility:</b> RA 1080 (Guidance Counselor)
Head Teacher V -Pedro T. Mendiola Sr. Memorial National High School (TLE major) -San Jose National Agricultural and Industrial High School (Values Education)	2	18	<b>Education:</b> Bachelor's degree in Secondary Education ; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization <b>Experience:</b> HT for 4 years; or Master Teacher (MT) for 3 years <b>Training:</b> 24 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher)
Head Teacher III	1	16	<b>Education:</b> Bachelor's degree in Elementary Education ; or Bachelor's degree w/ 18 professional education units <b>Experience:</b> Head Teacher (HT) for 2 yearS; or TIC for 2 yearS; or Teacher for 5 years <b>Training:</b> 24 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher)
Nurse II -Sablayan National Comprehensive High School	1	16	<b>Education:</b> Bachelor of Science of Nursing <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> RA 1080 (Nursing Licensure Exam)
Administrative Officer IV (Human Resource Management Officer II) -Occidental Mindoro National High School)	1	15	<b>Education:</b> Bachelor's degree <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (Professional) Second Level Eligibility
Head Teacher II	3	15	<b>Education:</b> Bachelor's degree in Elementary Education ; or Bachelor's degree w/ 18 professional education units



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			<b>Experience:</b> Head Teacher (HT) for 1 year; or TIC for 1 year; or Teacher for 4 years <b>Training:</b> 24 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher)
Head Teacher I	9	14	<b>Education:</b> Bachelor's degree in Elementary Education ; or Bachelor's degree w/ 18 professional education units <b>Experience:</b> Teacher-In-Charge (TIC) for 1 year; or Teacher for 3 years <b>Training:</b> 24 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher)
School Librarian III (-Lubang Vocational High School)	1	13	<b>Education:</b> Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> RA 1080
School Librarian I (-Pedro T. Mendiola Sr. Memorial National High School)	1	11	<b>Education:</b> Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> RA 1080
Accountant I (-Sablayan National Comprehensive High School and Pedro T. Mendiola Sr Memorial National High School)	2	11	<b>Education:</b> Bachelor's degree in Commerce/Business Administration major in Accounting <b>Experience:</b> none required <b>Training:</b> none required <b>Eligibility:</b> RA 1080 (Accountant)
Administrative Officer I	1	10	<b>Education:</b> Bachelor's degree <b>Experience:</b> None required



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-Lubang Vocational High School)			<b>Training:</b> None required <b>Eligibility:</b> Career Service (Professional) Second Level Eligibility
Administrative Assistant III - HRMO - Cashier's Office - Supply Management Office - Magsaysay Central School	4	9	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II - Accounting Unit	3	8	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II (Disbursing Officer II) -Caminawit National High School	1	8	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year relevant experience <b>Training:</b> 4 hours relevant training <b>Eligibility:</b> Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II (Senior High School)	1	8	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (Subprofessional) First Level Eligibility
Administrative Aide VI - Office of the ASDS	1	6	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> None required <b>Training:</b> None required



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			<b>Eligibility:</b> Career Service (Subprofessional)/ First Level Eligibility
Administrative Aide III -Calintaan National High School	1	3	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Career Service (Subprofessional)/ First Level Eligibility
Security Guard II -San Jose National High School)	1	5	<b>Education:</b> High School Graduate <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Security Guard License (MC 11, s. - Cat. II)
Security Guard I -Sablayan National Comprehensive High School)	1	3	<b>Education:</b> High School Graduate <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Security Guard License (MC 10, s. 2013 - Cat. IV)

7. Widest dissemination of and compliance to this Memorandum is desired.

**LOIDA P. ADORNADO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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