



Republic of the Philippines  
**Department of Education**  
Region VII - CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

August 20, 2020

**DIVISION MEMORANDUM**  
No. 368, s. 2020

**ANNOUNCING THE VACANCY AND ACCEPTANCE OF APPLICATION FOR  
ADMINISTRATIVE OFFICER II (AO II)**

To: : PSDSs/Acting PSDSs  
Public Elementary & Secondary School Heads  
Non-Teaching Personnel  
All Other Concerned

1. This office announces the vacancy of Administrative Officer II (AO II) in this Division

<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Officer II	<b>No. of Vacancy :</b> Twenty One (21)
<b>Office :</b> Elementary Schools	<b>Salary Grade :</b> 11 <b>Monthly Salary :</b> Php 22,316.00
<b>QUALIFICATIONS</b>	
Education	Bachelor's degree relevant to the job
Experience	None Required
Training	None Required
Eligibility	Career Service Professional/Second Level Eligibility
<b>JOB SUMMARY</b>	
This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.	

2. DepEd Order No. 66, s. 2007, Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions" will be used in appraising and screening merit, fitness, and competence of the applicants.



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
Tel Nos (038) 412-4938, (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

Behold...  
**BOHOL**

3. The pertinent documents to be arranged and to be submitted in a folder are the following:
- a. Letter of Intent specifying the position being applied for addressed to:  
**DR. BIANITO A. DAGATAN**  
Schools Division Superintendent
  - b. Duly Accomplished Personal Data Sheet
  - c. Performance Rating for the last three (3) consecutive rating period, if applicable
  - d. Service Record/Certificate of Employment
    - Certificate of Outstanding Accomplishment
    - Outstanding Employee Award
    - Innovations, Research & Development
    - Publication/Authorship
    - Consultancy/Resource Speaker in Training Seminar Workshop
  - e. Transcript of Records
  - f. Certificate of relevant training/seminar/workshops attended (not credited during the last promotion)
  - g. Certificate of Eligibility
  - h. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
4. **Qualified applicants** shall submit scanned copy of their documents (not picture) online at [depedbohol.brmo@deped.gov.ph](mailto:depedbohol.brmo@deped.gov.ph) on/or before **September 4, 2020**.
5. Applicants who do not meet the qualification standard for the position applied for are automatically disqualified to proceed in the next screening process.
6. Schedule of interview will be posted at our website: [www.depedbohol.org](http://www.depedbohol.org)
7. Immediate and widest dissemination of this memorandum is desired.

  
**BIANITO A. DAGATAN EJD, CESO V**  
Schools Division Superintendent

