



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

Office of the Schools Division
Superintendent

February 9, 2021

DIVISION MEMORANDUM

No. 084, s. 2021

**HIRING OF APPLICANTS FOR CURRICULUM IMPLEMENTATION
DIVISION (CID) POSITIONS**

TO: *Assistant Schools Division Superintendent*
Chief, SGOD and OIC Chief, CID
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Public Elementary and Secondary Schools Heads
All Others Concerned

1. This office announces the submission of pertinent papers of applicants for Curriculum Implementation Division (CID) positions to wit:

Curriculum Implementation Division	No. of Positions
1. Chief Education Supervisor	1
2. Education Program Supervisor (MAPEH)	1
3. Education Program Supervisor (Science)	<u>1</u>
- Total Positions	----- 3

Qualification Standards(QS)

Position	Salary Grade	Education	Experience	Training	Eligibility
Chief Education Supervisor	24	Master's Degree in Education or other relevant Master's Degree	4 yrs. of relevant experience involving Management Supervision	24 hours of training in Management and Supervision	RA 1080 (Teacher)

Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with Specific Area of Specialization	2 yrs. as Principal or Head Teacher, 2 yrs. as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
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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.
3. The pertinent documents to be submitted online are the following:
 - a. Letter of Intent **specifying the position being applied** for addressed to:

DR. BIANITO A. DAGATAN
Schools Division Superintendent
DepEd, Division of Bohol
 - b. Duly Accomplished Personal Data Sheet (CS Form 212 Revised 2017) with latest ID picture
 - c. Performance Rating for the last three (3) consecutive rating period, if applicable
 - d. Service Record/Certificate of Employment (Certified Photocopy)
 - e. Certificate of Outstanding Accomplishment (Certified Photocopy)
 - Outstanding Employee Award
 - Innovations, Research & Development
 - Publication/Authorship
 - Consultancy/Resource Speaker in Training Seminar Workshop
 - f. Transcript of Records (Certified Photocopy)
 - g. Certificate of relevant training/seminar/workshops attended (not credited during the last promotion)
 - h. Certificate of Eligibility
 - i. Potential and Psychosocial Attributes signed by the authorities
 - j. Applicants who do not meet the qualification standard for the position applied for are automatically disqualified to proceed to the next screening process.



- k. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicants.
4. All qualified and interested applicants can apply online via <https://hrms.depedbohol.net/rms>. An applicant account must be created first by registering to the platform. Current SDO Bohol employees may have had accounts already in the system, so they either can request an account lookup or a password reset. Both of these actions can be done using the platform. (Note: Emails sent either for account verifications of password resets from Bohol HRMS email are usually routed to the spam folder.)
 5. Once logged-on in the platform, head to the Dashboard page and click the Vacancies menu item to display all available and open vacancies and from there, apply to the desired position. During the process, applicants will be required to upload a softcopy of their pertinent documents (in a single PDF file) arranged sequentially as stipulated on item number 3 of this memorandum. Modification of inputted and uploaded information and documents will no longer be allowed once submitted, thus, the applicant must make sure that the entries and the pertinent documents inputted and uploaded are accurate, complete, and final before finalizing the submission.
 6. **Qualified applicants**, shall submit online on/or before 5:00 PM of **March 5, 2021**. Only those online applications received on the cut-off time are considered part of the pool of applicants, provided that they have met the basic requirements listed above. Late online applications shall not be included in the assessment of documents and shall not qualify for further recruitment and interview.
 7. Schedule of online interview will be posted at our website: www.depedbohol.org
 8. Immediate and widest dissemination of this memorandum is desired.


BIANITO A. DAGATAN, EdD, CESO V
Schools Division Superintendent

