Office of the Schools Division
Superintendent

February 15, 2021

**DIVISION MEMORANDUM**
NO. **100** , s. 2021

## HIRING GUIDELINES FOR TEACHING POSITIONS
## FOR SCHOOL YEAR 2021 -2022

TO:     Assist*ant 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.    The Department of Education, Division of Bohol announces the opening of recruitment and selection process for the hiring of teaching positions for School Year 2021-2022 to wit:

### A. *For Kindergarten/Elementary and Junior High School*
- Hiring guidelines stipulated in DepEd Order No. 7, series 2015, are still imposed as there is no latest issuance and modifications released by the Central Office.

### B. *For Senior High School*
- Hiring guidelines provided for DepEd Order No. 3, series 2016 applies in all phases of the hiring and recruitment activities.

2.    To ensure that highly competent individuals with appropriate qualifications and specializations are hired, School Screening and Division Screening Committees should strictly adhere and follow professional standards and evaluation criteria that clearly define the application, selection, and appointment processes.

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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. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and information recorded in the PRC Office

    d. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)

    e. Certified copy of transcript of records

    f. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.

    g. Certificates of specialized training, if any

    h. Certified copy of the Voter's ID, and/or any proof of residency

    i. NBI Clearance

    j. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.

4. All applicants and members of the screening committees are enjoined to be guided by the following timetable in all of the recruitment and selection processes;

| TIMELINES | PROCESSES |
|---|---|
| March 15, 2021 | Deadline for on-line submission of the documents. |
| April 5-30, 2021 | Online Interview, Teaching & Skills Demonstration & Validation of Documents |
| May 24-31, 2021 | Finalization of the Registry of Qualified Applicants. |
| June 4, 2021 | Initial Posting of Qualified Applicants for Confirmation and Validation |
| June 28, 2021 | Final Posting of Qualified Registry of Applicants |

5. The schedules on the conduct of the English Proficiency Test (EPT), the Assessment of documents by the Team Assessors who will conduct the Behavioral Event Interview (BEI) will be announced in a separate memorandum.

6. Considering that the RQA for CY 2020 was not completed and finalized, all listed applicants for that year shall no longer be required to submit documents but are required to register to the HRMS-RMS platform which is the official recruitment

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platform of the Division and signify to either update or retain their scores. If they opt to update their documents they can do so within the specified period mentioned above.

7.  All qualified and interested (new or former) applicants can apply online via **HRMS-RMS platform** accessible at **https://hrms.depedbohol.org/rms.** An applicant account must be created first by registering to the platform. For this to be possible, a working email is required and no two accounts could use the same email address. (Note: Emails sent by the platform are usually routed to the spam folder.)

8.  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 item or 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. If an applicant wishes to apply to two positions (i.e. Junior HS and Senior HS), he/she must apply to both of these positions and thus, would be able to generate two application numbers. Applicants can join the online orientation on the use of the **HRMS-RMS platform** for guidance. The schedule will be posted via the **SDO Bohol Human Resource Section** Facebook page.

9.  Applicants must keep a complete hard copy of the pertinent documents to be readily available upon request of the District Ranking Committee and Division Ranking Committee.

10. To ensure a thorough and comprehensive understanding of the mechanics and guidelines of hiring, all concerned are encouraged to refer the attached DepEd Order No. 7 series 2015 dated March 27, 2015 for Elementary and Junior High School applicants and DepEd Order No. 3, series 2016 dated January 21, 2016 for Senior High School teaching positions.

11. Expenses for the rental of venue, materials, meals, snacks and accommodation incurred by the different members of The Division Selection Committee and Secretariat during the conduct of interview skills and teaching demonstration are chargeable to the Division funds subject to the usual COA accounting, auditing rules and regulations.

12. Immediate dissemination of and strict compliance with this Memorandum is desired.

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

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