



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

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Office of the Schools Division  
Superintendent

April 21, 2022

DIVISION MEMORANDUM  
NO. 0266, s. 2022

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF TEACHER-  
APPLICANTS FOR SCHOOL YEAR 2022 -2023**

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

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1. This Schools Division Office announces the submission online of pertinent documents for teacher-applicants in Kindergarten/Elementary, Junior and Senior High School for School Year 2022-2023.
  2. This ranking welcomes and gives **Equal Employment Opportunity Principle (EEOP)** to all. No applicants shall be discriminated and/or denied access to opportunities for suitable employment regardless of Sexual Orientation and Gender Identities and Expression (SOGIE) may apply.
  3. Applicants will be evaluated based on DepEd Order (DO) No. 019, s. 2022, The Department of Education Merit Selection Plan.
  4. To ensure that highly competent individuals with appropriate qualifications and specializations are hired, School/District Screening and Division Screening Committees should strictly adhere and follow professional standards and evaluation criteria that clearly define the application, selection, and appointment processes.
  5. The pertinent documents to be submitted online are the following:

- a. Letter of Intent **specifying the position being applied** for (including the specialization for Junior/Senior HS teacher-applicants) addressed to:

**DR. BIANITO A. DAGATAN**  
 Schools Division Superintendent  
 DepEd, Schools Division of Bohol

- b. Duly Accomplished Personal Data Sheet (CS Form 212 Revised 2017) with Work Experience Sheet
  - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
  - d. Certified photocopy of transcript of records (TOR) and Diploma
  - e. Certified photocopy of Service Record or Certificate of Employment, if applicable
  - f. Certified photocopy of Certificates of Training, if applicable
  - g. Certified photocopy of the latest Performance Rating converting one (1) year performance, if applicable
  - h. Certified photocopy of the Voter's ID, and/or any proof of residency
  - i. Omnibus Sworn Statement
6. Individuals who failed to submit mandatory requirements (Item 5.a to 5.i) on the set deadline shall not be included in the pool of official applicants. No. further documents shall be accepted after the deadline.
  7. Applicants must keep a complete hard copy of the pertinent documents labeled with the auto-generated application number to be readily available upon request of the School/District Ranking Committee and Division Ranking Committee.
  8. All applicants and members of the screening committees are enjoined to be guided by the following timetable in all phases of the recruitment, selection and evaluation processes;

<b>TIMELINES</b>	<b>PROCESSES</b>
May 6, 2022	Deadline for on-line submission of the documents.
May 23-June 3, 2022	Online Interview, Teaching & Skills Demonstration & Validation of Documents
June 6 -24, 2022	Finalization of the Registry of Qualified Applicants.
June 28, 2022	Initial Posting of Qualified Applicants for Confirmation and Validation
July 18, 2022	Final Posting of Qualified Registry of Applicants

9. Applicants who wish to retain their scores from last year's Registry of Qualified Applicants (RQA) should signify their intention and attach therein a copy of the above-stated RQA page showing the teacher-applicant's name and submit via the SDO Bohol RMS.

10. The schedules on the conduct of the English Proficiency Test (EPT), the Assessors and the Teams who will conduct the Behavioral Event Interview (BEI) will be announced in a separate Memorandum.
11. All new qualified and interested applicants should apply online via the SDO Bohol RMS at <https://hrms.depedbohol.org/rms>. An applicant account must be created first by registering to the platform and thereafter apply to the desired position in order to secure an auto-generated application number.
12. Once logged-on in the platform, proceed 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 5 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.
13. Junior and Senior HS teacher-applicants must also submit a recorded video of the following: Junior and Senior HS: teaching demonstration; and Junior HS: skills demo and certificate of the skills demonstration being demonstrated via <https://tinyurl.com/boholranking2022> while Elementary teacher-applicants must coordinate with the District Office where they’re applying at for the district’s submission portal.
14. 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. 019, s. 2022, The Department of Education Merit Selection Plan.
15. 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.
16. For immediate, widest dissemination and guidance of all concerned.

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



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