



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

Office of the Schools Division Superintendent

May 11, 2023

Division Memorandum  
No. 0220, s. 2023

**ANNOUNCEMENT OF VACANCY**

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

1. This Office announces that the recruitment is **open to all** interested and qualified applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation for the vacant positions in the Division of Bohol. Interested applicants are advised to submit an electronic file of the pertinent documents listed in the attached list of requirements and can apply online at <https://tinyurl.com/depedboholapply> on/or before 5:00 PM of May 19, 2023, 2023. Only those online applications received on the cut-off time are considered part of the pool of applicants.

Position	Salary Grade	Education	Experience	Training	Eligibility
Dentist	17	Doctor of Dental Medicine	At least 1 year of relevant experience	4 hours of relevant training	RA 1080 (Dentist)
Nurse II	16	Bachelor of Science in Nursing	At least 1 year of relevant experience	At least 1 year of relevant training	RA 1080 (Nurse)
Guidance Counselor II	12	Master's Degree in Guidance Counseling	None	None	RA 1080 (Guidance Counselor)
Registrar I	11	Bachelor's Degree	At least 1 year of relevant experience	At least 1 year of relevant training	Career Service (Professional) Second Level Eligibility

2. DepEd Order No 7, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" shall be used to evaluate documents.

<b>Criteria</b>	<b>Points (SG 10-22 and SG 27)</b>
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishment	10
Application of Education	10
Application of L & D	10
Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>

3. Applicants should save all pertinent documents in a single PDF file arranged and labeled appropriately according to the sequence of the Checklist of Requirements.
4. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified from advancing to the next screening process. Further, the recruitment process shall be announced in a separate memorandum posted at [www.depedbohol.org](http://www.depedbohol.org).
5. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position.
6. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form (Annex C).
7. For immediate, widest dissemination and guidance of all concerned.

  
**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied for: \_\_\_\_\_  
 Course: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Person w/ Disability: Yes ( ) No ( ) Specify (if Yes): \_\_\_\_\_  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements	Status of Submission (To be filled-out by the applicant)	Verification (To be filled-out by the HRMPSB)	
		Status of Submission	Remarks
a Letter of Intent specifying the position applied for and addressed to the Head of Office:  <b>Evangel M. Luminarias, PhD, CESO V</b> Schools Division Superintendent DepEd, Division of Bohol			
b Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c Valid and updated PRC License/ ID, if applicable			
d Certificate of Eligibility/ Report of Rating, if applicable			
e 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 applicable			
f Certificate/s of Training, if applicable			
g Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable			
h Latest appointment, if applicable			
i Performance Ratings in the last rating period (s) covering one (1) year performance prior to the assessment, 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			
k Other documents as may be required for comparative assessment, such as but not limited to:  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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering the Oath