



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools Division  
Superintendent**

**November 22, 2023**

Division Memorandum  
No. 0511 \_\_, 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  
Non-Teaching Personnel  
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 apply online on/or before 5:00 PM of November 30, 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
Administrative Officer II	11	Bachelor's Degree Relevant to the Job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Project Development Officer I	11	Bachelor's Degree Relevant to the Job	None required	None required	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.



Address: 0050 Uno Chatto Drive Barangay Cogon,  
Tagbilaran City, Bohol  
Telephone No.: (038) 411-2544  
Email Address: deped.bohol@deped.gov.ph



Criteria	Points (SG 10-22 and SG 27)
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 and not jump beyond the three-salary grade limit from his/her current position based on the 2017 ORAOHRA as amended.
6. Interested applicants are further advised to proceed to the given link for more details and apply. [https://www.depedbohol.org/?page\\_id=49229](https://www.depedbohol.org/?page_id=49229)
7. For immediate, widest dissemination and guidance of all concerned.

EVANGEL MC LUMINARIAS PhD, CESO V   
Schools/Division Superintendent



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**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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.




 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	11
<b>Parentetical Title</b>	Administrative Officer I	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>	
<b>Reports to</b>	School head	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Assistants/Aides in the School	<b>Page/s</b>	-
<b>JOB SUMMARY</b>			
This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
<b>B. Preferred Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b>            Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ol style="list-style-type: none"> <li>a. recruitment and selection of applicants in the school assigned</li> <li>b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment</li> <li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol> <p><b>Personnel Records</b></p> <ol style="list-style-type: none"> <li>a. Update regularly 201 files and maintain database of personal information of school personnel</li> <li>b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated</li> <li>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.</li> </ol> <p><b>Compensation and Benefits</b></p> <ol style="list-style-type: none"> <li>a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)</li> <li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li> </ol> <p><b>Other HR-related functions</b></p> <ol style="list-style-type: none"> <li>a. Update school personnel of the latest HR-related policies</li> <li>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li> <li>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> </ol>



KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
<b>Property Custodianship</b>	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
<b>General Administrative Support</b>	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
<b>Financial Management</b>	a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents</li> </ul> b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.

**Note:** Items 5.2 and 5.3 of the Department of Budget and Management (DBM) Budget Circular No. 2004-3 Conversion of Positions Performing Staff/Non-Technical Functions (copy attached, for ready reference), essentially provides that positions allocated to the new position titles may be assigned any combination of the duties and responsibilities of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: _____
	<b>Position Title</b>	Project Development Officer I	<b>Salary Grade</b>
<b>Parentetical Title</b>	None	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>	None
<b>Reports to</b>	School head	<b>Effectivity Date</b>	None
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

Key Result Areas	Duties and Responsibilities
<b>Program Management and Implementation</b>	<ol style="list-style-type: none"> <li>1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head:               <ol style="list-style-type: none"> <li>a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines</li> <li>b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar</li> <li>c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements</li> <li>d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation</li> <li>e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities</li> <li>f. Prepare and submit relevant reports</li> </ol> </li> <li>2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.</li> </ol>
<b>Program Coordination and Partnerships</b>	<ol style="list-style-type: none"> <li>1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities</li> <li>2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs</li> <li>3. Prepare communications and correspondence to the concerned School stakeholders</li> </ol>
<b>Advocacy</b>	<ol style="list-style-type: none"> <li>1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs</li> </ol>
<b>Secondary Duties</b>	<ol style="list-style-type: none"> <li>1. As may be assigned by the Supervisor</li> </ol>