



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

**Office of the Schools Division
 Superintendent**

December 4, 2023

Division Memorandum
 No. 0523, 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 the vacant positions in the Department of Education Division of Bohol and **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 December 15, 2023. Only those online applications received on the cut-off time are considered part of the pool of applicants for assessment.

Position	No. of Items	Education	Experience	Training	Eligibility
Education Program Specialist II - SG 16	1	Bachelor's Degree in Education or its equivalent	2 years experience in education, research development implementation or other relevant experience	4 hrs. of relevant training	RA 1080, Career Service (Professional)/Appropriate Eligibility for Second Level Position
Administrative Assistant III SG 9 (Senior Bookkeeper)	3	Completion of two-year studies in college	1 year of relevant experience	4 hrs. of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II SG 8 (Admin	4	Completion of two-year studies in	1 year of relevant experience	4 hrs. of relevant training	Career Service (Sub-Professional) First Level



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Support)		college or High School graduate with relevant vocational/ trade course			Eligibility
Administrative Assistant II SG 8 (Disbursing Officer)	3	Completion of two-year studies in college	1 year of relevant experience	4 hrs. of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide VI SG 6	1	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	1 year of relevant experience	4 hrs. of relevant training	Career Service (Sub-Professional) First 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.

Criteria	Breakdown of Points (SG 1-9)
Education	5
Training	5
Experience	20
Performance	20
Outstanding Accomplishment	10
Application of Education	10
Application of L & D	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

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
TOTAL	100

3. Applicants should save all pertinent documents in a single PDF file arranged and labeled appropriately according to the sequence of the attached 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.
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
7. Below is the indicative schedule of activities relative to the recruitment and selection process:

DATE	ACTIVITY	PERSON/COMMITTEE RESPONSIBLE
December 5-14, 2023	Submission of Application Documents	Applicants
December 15, 2023	Orientation to Applicants RSA Guidelines - AVP (Link will be provided)	
December 18-19, 2023	Checking of completeness of applicants documents	
December 20, 2023	Presentation of Initial evaluation results (IER) to HRMPSB and approval of IER	
December 20, 2023	Release of Notice Qualified and Disqualified Applicants and posting of initial Evaluation Results	
December 21, 2023	Assessment of Rating of Applicants	
December 22-26, 2023	Behavioral Even Interview. Written Test of Applicants	
December 27-28, 2023	Conduct of Final Deliberation and Finalization of Comparative Assessment Result	
December 28, 2023	Submission of Comparative Assessment Result to the Appointing Authority	
December 29, 2023	Posting of Comparative Assessment Result	
January 2, 2024	Conduct of Background Investigation	
January 3, 2024	Posting of Notice of Issuance of Appointment	

The above schedule is still tentative and is subject to change. Applicants are advised to check their email address and at DepEd Bohol website www.depedbohol.org for updates on the schedules of activities.

8. For immediate, widest dissemination and guidance of all concerned.


EVANGEL M. LUMINARIAS PhD, CESO V
Schools Division Superintendent 

CHECKLIST OF REQUIREMENTS

"ANNEX C"

Name of Applicant: _____
 Position Applied for: _____
 Course: _____
 Contact Number: _____
 Religion: Roman Catholic
 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 Checklist of Requirements, Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted, and Data Privacy Consent Form			
b Letter of Intent specifying the position applied for and addressed to the Head of Office: Evangel M. Luminarias, PhD, CESO V Schools Division Superintendent DepEd, Division of Bohol			
c Duly accomplished Personal Data Sheet (PDS) [CS Form No. 212, Revised 2017]			
d Valid and updated PRC License/ID			
e Certificate of Eligibility / Report of Rating			
f Scholastic/Academic Record (e.g., TOR), including graduate/post-graduate			
g Certificate of Employment, Contract of Service, updated Service Record			
h Certificate/s of Training			
i Latest appointment, if applicable			
j Performance Rating covering one (1) year performance in the last rating period/s prior to assessment			
Other Requirements (as may be required)			
k.1 Performance Rating obtained from the relevant work experience, if performance rating in item g is not relevant to the position to be filled			
k.2 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development obtained from the date of last issuance of appointment			

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