



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

Office of the Schools Division Superintendent

March 1, 2024

DIVISION MEMORANDUM

No. 093 , s. 2024

ANNOUNCEMENT OF VACANCY FOR RANKING OF APPLICANTS FOR NON-TEACHING AND RELATED -TEACHING-POSITIONS OF SDO BOHOL

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisor/Acting PSDS
 Elementary and Secondary School Heads
 All Others Concerned

1. This office announces the vacancy for non-teaching and teaching-related positions 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 submit his/her application to the Division HR Unit starting March 8, 2024 up to 5:00 PM of March 15, 2024. Only those applications received on the cut-off time are considered part of the pool of applicants for assessment for the following vacant positions:

Position	Salary Grade	Education	Experience	Training	Eligibility
Education Program Supervisor (One Vacant Item)	22	Master's degree in Education or relevant Master's degree with specific area of specialization	At least two (2) years experience as a School Principal, Head Teacher, or Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Senior Education Program Specialist-Planning and Research (One Vacant Item)	19	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	Two (2) years relevant experience/direct relevant experience on Planning and Research	8 hours of relevant training	RA 1080, Career Service (Professional), Appropriate Eligibility for Second Level Position



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 Tagbilaran City, Bohol
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Legal Assistant I (One Vacant Item)	10	Bachelor's degree relevant to the job Preferred Qualifications: Preferably with at least 18 units of LLB	None Required	None Required	Career Service Professional/ Second Level Eligibility
Guidance Counselor III (One Vacant Item)	13	Master's Degree in Guidance Counseling	None Required	None Required	RA 1080 (Guidance Counselor)

2. The following criteria and point system for evaluation and assessment shall be based on the hiring guidelines as stipulated in DepEd Order No. 19, s. 2022 (The Department of Education Merit Selection Plan) and DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education) as follows:

Criteria	Non-Teaching: Level 2 (Legal Assistant I)	Teaching-Related: Level 2 (Guidance Counselor III)	Related - Teaching (EPsVR & SEPS)
Education	5	10	10
Training	10	10	10
Experience	15	10	10
Performance	20	20	20
Outstanding Accomplishment	10	10	5
Application of Education	10	10	15
Application of L & D	10	10	10
Potential (Written Test, BEI, Work Sample Test)	20	20	20
TOTAL	100	100	100

3. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the next screening process.

4. Training certificates must be taken in the last five (5) years supported by implementation plan and output/accomplishment reports signed by authorized signatories aligned to individual and professional development plan.

5. The pertinent documents are to be arranged and fastened in a green folder which are certified true copy of the original documents with proper tabbing and table of contents based on the list of documentary requirements. Applicants are required to bring the original documents



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upon submission of the application. No additional documents will be submitted after the deadline.


6. 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.

7. 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).

8. All interested applicants are invited to participate the online orientation on March 8, 2024 at 9:00 am to 11:00 am through this link <http://tinyurl.com/bohvo2024>.

9. Enclosed is the list of requirements documentary requirements and schedule of activities and for the ranking of vacant positions.

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


CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

(Enclosure to Division Memorandum No. 093, s. 2024)



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LIST OF DOCUMENTARY REQUIREMENTS

1. Letter of Intent **specifying the position applied for** and addressed to the Head of Office:

CASIANA P. CABERTE, PhD, CESO VI

Assistant Schools Division Superintendent

Officer - In-Charge

Office of the Schools Division Superintendent

2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), with latest 2x2 ID picture;
3. Work Experience Sheet;
4. Certified True Copy of Valid and updated PRC License/ ID;
5. Certified True Copy of Certificate of Eligibility/ Board Rating;
6. Certified True Copy Scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees;
7. Certified True Copies of Certificates of Relevant Training Attended
NOTE: trainings attended shall be within the last five (5) years reckoned from the date/deadline of submission;
8. Certified True Copy of Certificate of Employment, Contract of Service, or duly signed Service Record;
9. Certified True Copy of Latest CSC -approved appointment/last promotion;
10. Performance Ratings in the last rating period (s) covering one (1) year performance prior to the assessment;
11. Certified True Copy of Certificates and supporting Means of Verification (MOVs) per DepEd Order 7, s. 2023 of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership);
NOTE: being facilitator cannot be credited to speakership
12. Certified True Copy of Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee;
13. Checklist of Requirements and duly administered by authorized person the Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted, signed by the applicant and Data Privacy Consent Form (Annex C);
14. 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;
15. Other pertinent documents as may be applicable for position applied for.

SCHEDULE OF ACTIVITIES

DATE	VENUE	TIME	ACTIVITY
March 8 to March 15, 2024 (excluding Saturday and Sunday)	Division Office-HR Unit	8:00 AM -5:00 PM	Submission and Initial Assessment of applicant's pertinent documents to the Division HRMPSB Secretariat
March 18-19, 2024	Division Office Conference Room	8:00 AM -5:00 PM	Documents Review by the Division HRMPSB Committee
March 20, 2024	Division Office Website/Conspicuous places	8:00 AM -5:00 PM	Posting Shortlisted
March 21,22, 25, 2024	Division Office Conference Hall	8:00 AM -5:00 PM	Review of the Comparative Assessment Results and Behavioral Event Interview/examination March 21, 2024: Education Program Supervisor(EPSVR) March 22, 2024: Senior Program Specialist March 25, 2024: Legal Assistant I Guidance Counselor III
April 1 -10, 2024	Division Office Website/Conspicuous places	8:00 AM -5:00 PM	Posting of Comparative Results Note: Request for corrections shall only be entertained from April 2-10, 2024.

April 11-12, 2024	Division Office	8:00 AM -5:00 PM	Consolidation of Corrected Points and Submission to the Appointing Authority
April 13 and onwards			Implementation Schedule

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: CASIANA P. CABERTE, PhD, CESO VI Assistant Schools Division Superintendent Officer - In-Charge Office of the Schools Division Superintendent DepEd, Division of Bohol			
b	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), with latest 2x2 ID picture 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