



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

Office of the Schools
Division Superintendent

August 12, 2024

DIVISION MEMORANDUM
No. 389, s. 2024

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATIONS
FOR CHIEF EDUCATION SUPERVISOR FOR THE SGOD, ATTORNEY III,
ADMINISTRATIVE OFFICER V (BUDGET OFFICER III) AND
ADMINISTRATIVE OFFICER IV (PERSONNEL UNIT)**

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. The DepEd Schools Division of Bohol announces the acceptance of applications for Chief Education Program Supervisor for the School Governance and Operation Division (SGOD), Attorney III, Administrative Officer V (Budget Officer III), and Administrative Officer IV (Personnel Unit).
2. The minimum Qualification Standards for the said positions are outlined below.

Position	Salary Grade	Education	Experience	Training	Eligibility
Chief Education Supervisor (SGOD)	24	Master's Degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	RA 1080, as amended (Teacher)

Attorney III	21	Bachelor of Laws or Juris Doctor	1 year relevant experience	4 hours relevant training	RA 1080, as amended (Attorney)
Preferred Qualifications: • Excellent written and verbal communication skills. • At least 1 year of supervisory and managerial experience. • Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of internet. • MCLE Compliant.					
Administrative Officer V (Budget Officer III)	18	Bachelor's Degree Relevant to the Job	2 years of relevant experience	8 hours of relevant training	Career Service Professional (Second Level Eligibility)
Administrative Officer IV (Personnel Unit)	15	Bachelor's Degree Relevant to the Job	1 year relevant experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)

- Interested applicants should apply online through the **RMS Portal** to generate an **Application Code**. Please refer to the attached document for details on the **Virtual Orientation**, where participants will receive comprehensive guidance on the application process.
RMS Portal link- <https://rms.depedbohol.org/vacancies>
Virtual Orientation link- <https://tinyurl.com/yjax3chc>
- Documents are expected to be fastened on the left side with a **Table of Contents** and arranged according to the sequence below. Label (index tabs) are requested to facilitate an easy evaluation:

I. BASIC DOCUMNETARY REQUIREMENTS
A. Original signed Application Letter (stating the position applied for addressed to the Schools Division Superintendent
B. Original CSC Form 212 Revised 2017 (Personal Data Sheet) completely filled-out with the latest passport size ID picture and with Work Experience Sheet, if applicable.
C. Photocopy of valid and updated PRC License/ID, if applicable
D. Photocopy of Certificate of Eligibility Rating, if applicable
E. Transcript of Records (TOR) and diploma, including certificate of completion of academic requirement, completion of post graduate unit/degrees, if available
F. Photocopy of Certificate/s of training attended within the last 5 years, if applicable
G. Photocopy of Updated Service Record or Certificate of Employment, if applicable
H. Photocopy of last approved Appointment, if applicable
I. Photocopy of Performance Rating covering the one (1) year in the current or previous job that is relevant to the position to be filled, if applicable
J. Notarized Checklist of Requirement and Omnibus Sworn Statement (Attached)

II. OTHER DOCUMENTS	
K. Printed copy of Registration	(as stated in item number 4 of this memorandum)
L. Certification of General Weighted Average (GWA) for scholastic units earned	
M. Outstanding Accomplishment reckoned from the date of last issuance of appointment,	• Awards and Recognition • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
N. Application of Education reckoned from the last appointment (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any	• Action Pan approved by the Head of Office • Accomplishment Report verified by the Head of Office • Certification of the utilization/adoption signed by the Head of Office
O. Application of Learning and Development reckoned from the last date of appointment, if any	• Certificate of Training that is aligned with the individual Development Plan (external applicants must submit a certification from the HR of their current or previous employer stating the L&D intervention is aligned with the tasks of the applicant) • Action Plan/Re-entry Action Plan • Accomplishment Report with a certification that the L&D was used/adopted by the office.

- Applications with incomplete basic requirements (A-J in the above list) shall not be accepted under DepEd Order No. 7, s. 2023.
- Appraisal of credentials for SGOD Chief Education Supervisor, Attorney III, Administrative Officer V (Budget Officer), and Administrative Officer IV (Personnel Unit will be based on computation of points per DepEd Order No. 7, s. 2023.
- Only relevant Education, Training, and Experience that exceeds the minimum qualifications of the CSC-approved Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.
- The composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) are :

Chairman	EDUARDO A. OMPAD, CESE
Vice Chairman	FAY C. LUARES, PhD, EdD. TM. CESO VI
Member	CARMELA RESTIFICAR PhD
Member	RENATO CALAMBA PhD
Member	FERMIN M. ALBUTRA

- Following the Equal Employment Opportunity Principle (EEOP), this Office considers the application of all interested qualified applicants without regard to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristics protected by law.

10. Important reminders:
 - a. No additional documents will be accepted after the deadline for application.
 - b. Disqualified applicants will be notified through text or email and an Advisory will be issued on the qualified applicants.
 - c. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.
11. Attached is the Schedule of Activities and the Annex C.
12. Expenses of the HRMPSB relative to the evaluation of documents, interview, and preparation of Comparative Assessment Results shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
13. Immediate dissemination of this memorandum is enjoined.


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

SDS/ASDS/Administrative/JSA



 Deped Tayo Bohol Division

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

 www.depedbohol.org

Schedule of Activities

Date	Activity	Responsible Person
August 28, 2024 @ 2:00PM	Orientation of Applicants	- Applicants - HRMPSB
August 29- September 9, 2024	- Online application via the DepEd Bohol RMS Portal - Submission of pertinent documents to SDO-HR	- Applicants - HRMPSB Secretariat
September 10-13, 2024	- Initial Comparative Assessment Phase: - Education, - Training, - Experience, - Performance, - Outstanding Performance, - Application of Education, - Application of Learning and Development - Open Ranking	- HRMPSB Committee - Comparative Assessment Committee Members - HRMPSB Secretariat
Sept. 17-2024	Accomplishment IES and CAR Sheet	- HRMPSB Committee - Comparative Assessment Committee Members - HRMPSB Secretariat
Sept. 19-20, 2024	- Final Comparative Assessment: - Behavioral Event Interview - Written Test - Encoding of Scores	- Applicants - HRMPSB Committee - HRMPSB Secretariat
Sept. 24, 2024	Deliberation of Results	- HRMPSB Committee - HRMPSB Secretariat
Sept. 25, 2024	Posting of CAR-RQA	HRMPSB Secretariat

Department of Education
Bohol Division
Application Workflow

I. Online Application via rms.depedbohol.org

DepEd Bohol's Recruitment Management System (RMS) is the designated platform for receiving and processing.

Steps:

- a. Browse rms.depedbohol.org.
- b. Click on the Vacancies menu option.
- c. Click the desired position to collapse the details.
- d. Click the Apply button.
- e. Fill out your personal information.
- f. Click the Submit Application button.
- g. Print two (2) copies of the profile page.

The screenshot displays the 'Application Lookup' page of the DepEd Bohol Recruitment Management System (RMS). The page has a dark header with the RMS logo and navigation links: Home, Vacancies (highlighted with a red box), Reports, and CAR-RQAs. The main content area is titled 'Application Lookup' and features a large 'Search' section. Below the search title is a text input field with the placeholder 'Type email address used to apply...' and a magnifying glass icon. Below the input field is a label 'Input the email address used during the application'. The footer of the page contains copyright information: 'Copyright © 2023. DepEd Bohol RMS v1.0. All rights reserved.' and 'Administration | Developed by Dr. Fernando B. Enad'.

RMS

HomeVacanciesReportsCAR-RQAs

Vacancies

Home / Vacancies

List

Administrative Officer II

Copyright © 2023. DepEd Bohol RMS v1.0. All rights reserved. Administration | Developed by Dr. Fernando B. Enad

RMS

HomeVacanciesReportsCAR-RQAs

Vacancies

Home / Vacancies

List

Administrative Officer II

Salary Grade: 11
Base Pay: 2,700.00
Office: Field
Vacancy: 100
Cycle: 2024

Qualifications:
Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility

Apply

Copyright © 2023. DepEd Bohol RMS v1.0. All rights reserved. Administration | Developed by Dr. Fernando B. Enad

RMS

HomeVacancies

Vacancy Apply

Home / Vacancies / Details / Apply

Applying for Administrative Officer II

Back

All fields are required. Moreover, further modifications are no longer allowed once the form has been submitted; thus, please carefully review the entries before submitting this form.

First name & Ext name (if any)
Fernando

Middle name
Bonajos

Last name
Enad

Address: Sitio/Purok
Hillside

Barangay
Poblacion

Municipality
Sagbayan

Zip code
6331

Age
39

Gender
Male

Civil status
Single

Religion
Roman Catholic

Disability
-

Ethnic group
-

Email address
fernando.enad@deped.gov.ph

Phone number
09176268262

Submit application

Cancel

Copyright © 2023. DepEd Bohol RMS v1.0. All rights reserved. Administration | Developed by Dr. Fernando B. Enad

- 
RMS

[Home](#)
[Vacancies](#)

Application Details

[Home](#) / [My Applications](#) / [Details](#)

Application was successful!

Your application code is **2024-26-4525**

Make sure to print the cover page by clicking [here](#).
 This should be the first page of your document compilation.

SUCCESS



Enad, Fernando B

Administrative Officer II

About

Application code

2024-26-4525

@ Email

enad.fernando@depedbohol.gov.ph

Details

Profile

Next Steps

Scores

Queries

Name	Enad, Fernando B
Address	Hillside, Poblacion, Sagbayan (6331)
Age	39
Gender	Male
Gender	Single
Religion	Roman Catholic
Disability	-

copyright © 2023. **DepEd Bohol RMS v1.0.** All rights reserved.

Administration | Developed by Dr. Fernando B. Enad

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 OIC, Office of the 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.