



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

Office of the Schools  
Division Superintendent

October 11, 2024

DIVISION MEMORANDUM  
No. 489 , s. 2024

ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR  
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public School District Supervisors/Acting PSDS  
Section/Unit Heads and Non-Teaching Personnel  
Public Secondary/Elementary School Heads  
All Others Concerned

1. This Office announces the acceptance of applicants for **Administrative Assistant III (Senior Bookkeeper)** position 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 position in the Division of Bohol.
2. The minimum Qualification Standards for the said position is outlined below.

| Position                                         | Salary Grade | Education                                 | Experience                    | Training                     | Eligibility                                               |
|--------------------------------------------------|--------------|-------------------------------------------|-------------------------------|------------------------------|-----------------------------------------------------------|
| Administrative Assistant III (Senior Bookkeeper) | 9            | Completion of two-year studies in college | 1 year of relevant experience | 4 hours of relevant training | Career Service (Sub-Professional) First Level Eligibility |

3. 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: <http://rms.depedbohol.org/vacancies>  
Virtual Orientation link: <http://tinyurl.com/4dxms9mx>
4. **Submission of Pertinent Documents to the SDO Bohol HRMO Office.**  
Applicants must submit pertinent documents to SDO Bohol HRMO Office. These documents are essential for verifying the applicant's qualifications; Education, Training, Experience and Eligibility, and suitability for the positions applied for. Each document serves a specific purpose in evaluating the applicant's credentials and background.

The applicant must prepare two folders: one containing the original documents and the other containing the photocopies.

Steps:

- a. Folder cover (Profile page printout).
- b. Per sequence in Annex C.

**5. Important Reminds:**

- a. No additional documents will be accepted after the deadline for applications.
  - b. Disqualified applicants will be notified through text or email and an Advisory will be issued on the qualified applicants.
6. Attached is the Schedule of Activities and the Annex C.
7. For immediate widest dissemination and guidance for all concerned.

  
**CASIANA P. CABERTE PhD, CESO VI**  
Schools Division Superintendent 



Deped Tayo Bohol Division

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Tagbilaran City, Bohol

Telephone No.: (038) 411-2544

Email Address: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)

 [www.depedbohol.org](http://www.depedbohol.org)

*Schedule of Activities*  
**Administrative Officer III (Senior Bookkeeper) Job Opening**

| <b>Date</b>                   | <b>Activity</b>                                                                                                                                                                                                                                                                                                | <b>Responsible Person</b>                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| October 14, 2024<br>@ 10:00AM | Orientation of Applicants<br>( <a href="https://tinyurl.com/4dxms9mx">https://tinyurl.com/4dxms9mx</a> )                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Applicants</li> <li>• HRMPSB</li> </ul>                                 |
| October 15-18, 2024           | Online application                                                                                                                                                                                                                                                                                             | Applicants                                                                                                       |
| October 15-24, 2024           | <ul style="list-style-type: none"> <li>• Submission of pertinent documents to SDO-HR Office</li> <li>• Taking-in of applications via the HRMS portal</li> </ul>                                                                                                                                                | <ul style="list-style-type: none"> <li>• Applicants, HRMPSB Secretariat</li> <li>• HRMPSB Secretariat</li> </ul> |
| October 28-30, 2024           | 1. Initial Comparative Assessment Phase: <ul style="list-style-type: none"> <li>a. Education,</li> <li>b. Training,</li> <li>c. Experience,</li> <li>d. Performance,</li> <li>e. Outstanding Performance,</li> <li>f. Application of Education,</li> <li>g. Application of Learning and Development</li> </ul> | <ul style="list-style-type: none"> <li>• Applicants, Comparative Assessment Committee Members</li> </ul>         |
| October 31, 2024              | 2. Open Ranking                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Applicants, Comparative Assessment Committee Members</li> </ul>         |
| November 5-6, 2024            | 1. Final Comparative Assessment: <ul style="list-style-type: none"> <li>a. Behavioral Event Interview</li> <li>b. Written Test</li> </ul> 2. Encoding of Scores                                                                                                                                                | <ul style="list-style-type: none"> <li>• Applicants</li> <li>• HRMPSB</li> </ul>                                 |
| November 11, 2024             | Deliberation of Results                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• HRMPSB</li> </ul>                                                       |
| November 12, 2024             | Posting of CAR                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• HRMPSB Secretariat</li> </ul>                                           |
| November 25, 2024             | Posting of CAR-RQA                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• HRMPSB Secretariat</li> </ul>                                           |

**Department of Education  
Bohol Division**

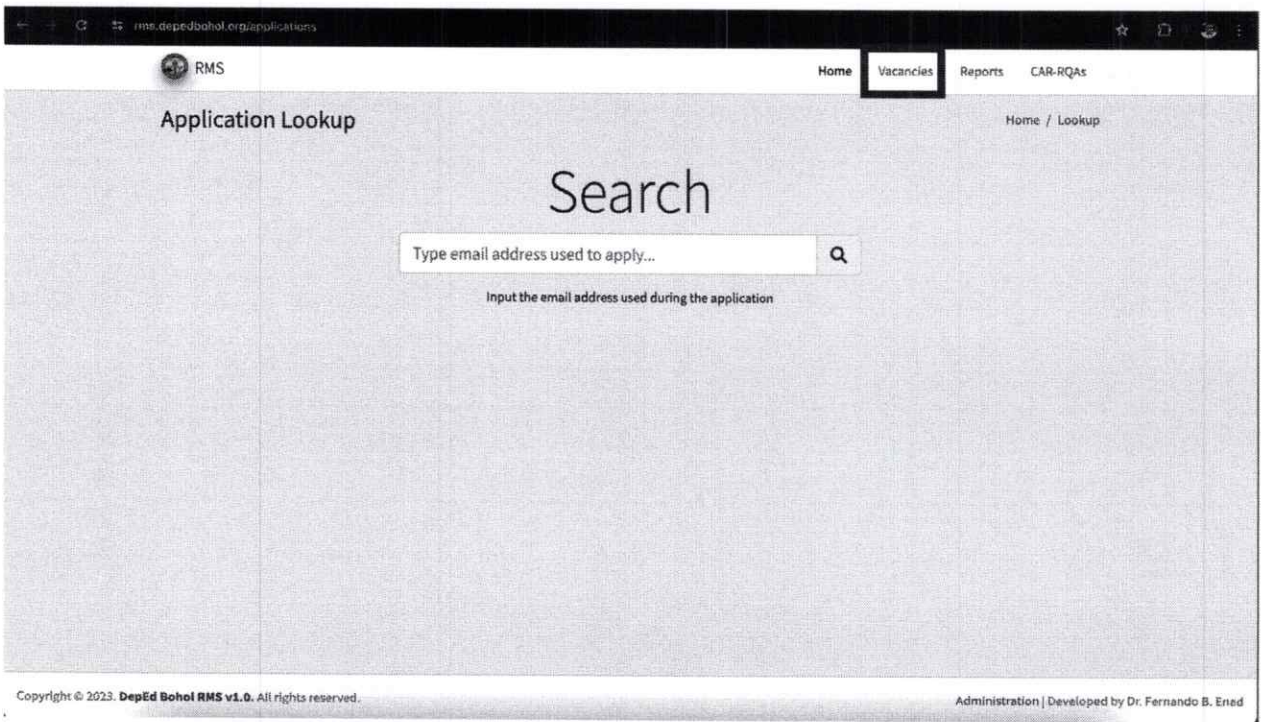
**Application Workflow**

**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.



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

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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)

Middle name

Last name

Fernando

Bonajos

Enad

Address: Sitio/Purok

Barangay

Municipality

Zip code

Hillside

Poblacion

Sagbayan

6331

Age

Gender

Civil status

Religion

39

Male

Single

Roman Catholic

Disability

Ethnic group

Email address

Phone number

fernando.enad@deped.gov.ph

09176268262

Submit application

Cancel

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RMS

HomeVacancies

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

This should be the first page of your document compilation.

SUCCESS

Enad, Fernando B

Administrative Officer II

About

# Application code

2024-26-4525

Email

fernando.enad@gmail.com

Details

ProfileNext StepsScoresQueries

Name

Enad, Fernando B

Address

Hillside, Poblacion, Sagbayan (6331)

Age

39

Gender

Male

Gender

Single

Religion

Roman Catholic

Disability

-

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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<br>(To be filled-out by the applicant) | Verification<br>(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:<br><br>Casiana P. Caberte PhD, CESO VI<br>Assistant Schools Division Superintendent<br>OIC, Office of the Schools Division Superintendent<br>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.