



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

**Office of the Schools
Division Superintendent**

October 21, 2024

DIVISION MEMORANDUM
No. **506** , s. 2024

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR
ADMINISTRATIVE ASSISTANT II (Admin Support) and ADMINISTRATIVE
ASSISTANT II (Disbursing Officer)**

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 II (Admin Support) and Administrative Assistant II (Disbursing Officer)** 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 II (Admin Support)	8	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (Disbursing Officer)	8	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**.

RMS Portal link: <http://rms.depedbohol.org/vacancies>

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. Folder Color Coding:
Green - ADAS II (Admin Support)
Red - ADAS II (Disbursing Officer)
- c. 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



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
Administrative Assistant II (Admin Support and Disbursing Officer)
Job Opening

Date	Activity	Responsible Person
October 21-31, 2024	• Online application • Submission of pertinent documents to SDO-HR Office • Taking-in of applications via the HRMS portal	• Applicants, HRMPSB Secretariat • HRMPSB Secretariat
November 5-7, 2024 November 8, 2024	1. Initial Comparative Assessment Phase: a. Education, b. Training, c. Experience, d. Performance, e. Outstanding Performance, f. Application of Education, g. Application of Learning and Development 2. Open Ranking	• Applicants, Comparative Assessment Committee Members • Applicants, Comparative Assessment Committee Members
November 12-13, 2024	1. Final Comparative Assessment: a. Behavioral Event Interview b. Written Test 2. Encoding of Scores	• Applicants • HRMPSB
November 14, 2024	Deliberation of Results	• HRMPSB
November 15, 2024	Posting of CAR	• HRMPSB Secretariat
November 27, 2024	Posting of CAR-RQA	• HRMPSB Secretariat

Department of Education
Bohol Division

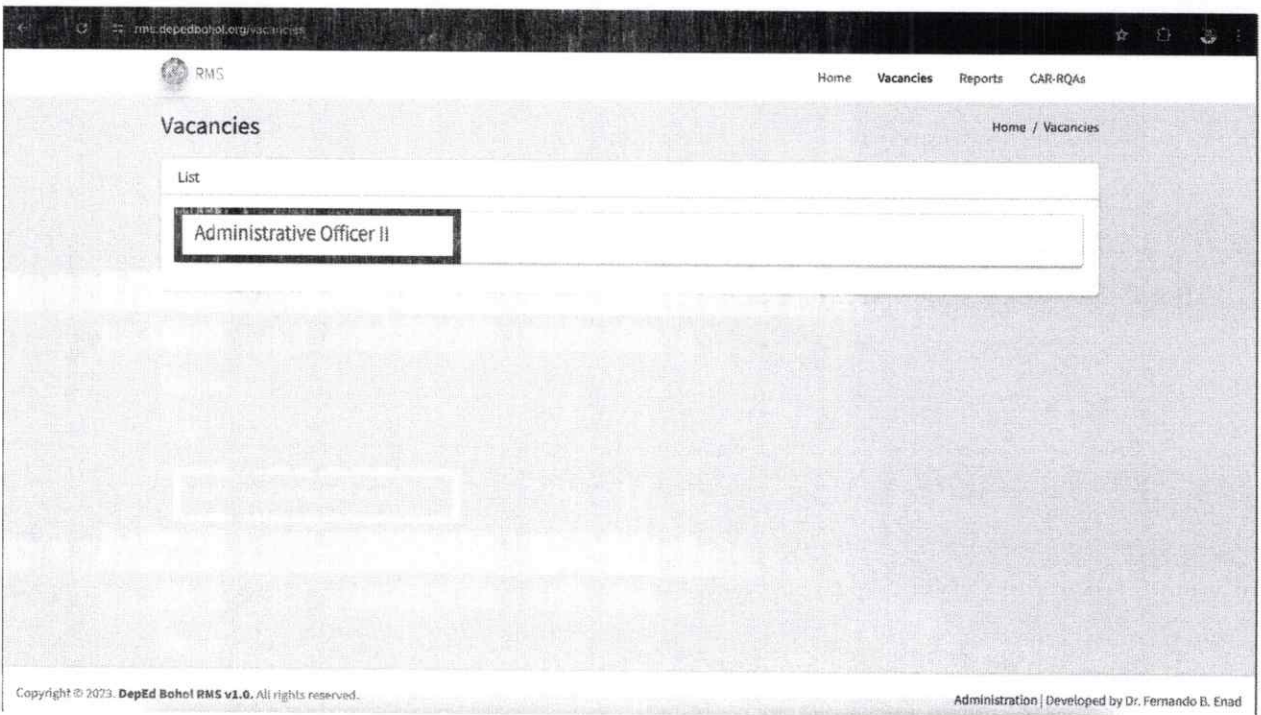
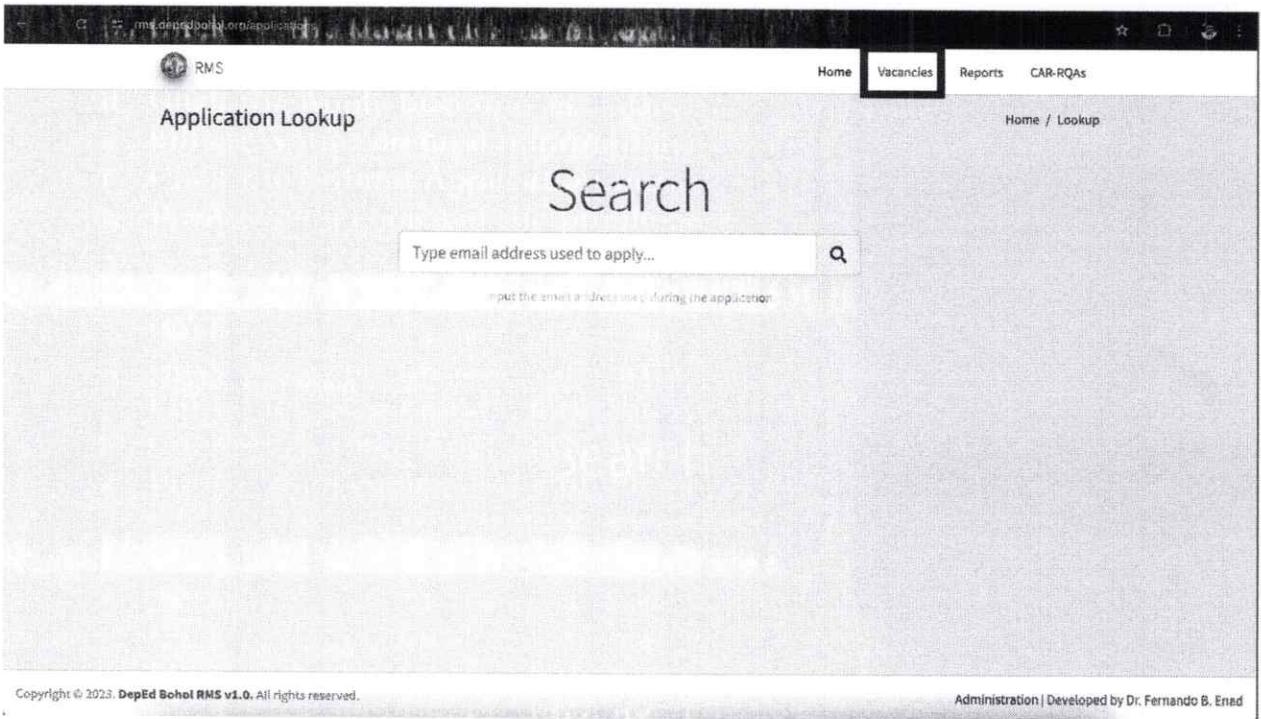
Application Workflow

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.



RMS

HomeVacanciesReportsCAR-RQAs

Vacancies

Home / Vacancies

List

Administrative Officer II

Salary Grade: 15

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

Hilagay

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

This should be the first page of your document compilation.

Application code

2024-26-4525

Email

fernando.enad@deped.gov.ph

Details

ProfileNext StepsScoresQueries

Name

Enad, Fernando B

Address

Hilagay, Poblacion, Sagbayan (6331)

Age

39

Gender

Male

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 (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) (where 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.