



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

Office of the Schools Division Superintendent

January 20, 2025

DIVISION MEMORANDUM

No. 052, s. 2025

**CALL FOR APPLICATION FOR TEACHER I POSITIONS
(KINDERGARTEN, ELEMENTARY, JUNIOR, AND SENIOR
HIGH SCHOOL SY 2025-2026)**

TO : Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors/ Acting PSDS
Public Elementary and Secondary Schools Heads
Unit and Section Heads
All Others Concerned

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1. The field is hereby informed that this office is now accepting Teacher I Applicants for Kindergarten, Elementary, Junior, and Senior High School for School Year 2025-2026.
 2. The Schedule of Recruitment and Selection Activities are as follows:

Dates	Activities
January 27, 2025	Orientation of the Applicants on the DepEd Bohol Recruitment and Selection Guidelines. Application- MS Teams Time- 09:00 AM Link- https://tinyurl.com/2025BOHT1VO
January 28-31, 2025	Online submission of intents thru the RMS Portal. Note: This is to be done even for update intents as well. Not doing so would result to non-

	<i>inclusion to the Selection Process. Application to multiple positions require multiple submission of intents.</i>
February 3, 2025	Orientation of the Members of the School Screening Committee (SSC). <i>Note: The SSC is composed of the School Head (as the Chairperson) assisted by the School ICT Coordinator and three (3) members of the faculty designated by the School Head.</i> <i>Application- MS Teams</i> <i>Time- 09:00 AM</i> <i>Link- (To be sent to the District ICT Coord. GC)</i>
February 5-14, 2025	Submission of Pertinent Documents to the preferred schools (photocopies only). <i>Note: The HRMO Officer field of Annex A shall be signed by the School Head or any authorized school personnel. This is position-specific, thus, application to multiple positions requires another set of Pertinent Documents.</i>
February 17-21, 2025	Taking-in of the online application intents via the HRMS-RMS portal. <i>Note: Only take-in Teacher-Applicants who submitted the required Pertinent Documents. This is to be done by the School ICT Coordinator.</i>
February 17-21, 2025	Minimum Qualification Standards (QS)-Based Initial Evaluation. <i>Note: This is to be done by the members of the SSC.</i>
February 17-21, 2025	Tagging of Application Status via the HRMS-RMS Portal. <i>Note: This is to be done by the School ICT Coordinator.</i>
February 24-28, 2025	Generation (via the HRMS-RMS Portal) and posting of the Initial Evaluation Report (IER) at the official school channels. <i>Note: This is to be done by the School ICT Coordinator. The IER must be signed by the Members of the SSC prior to posting.</i>

March 3-7, 2025	Face-to-face Appreciation of Documents by the School Screening Committee (SSC). Note: Applicants must bring their original documents for verification. This activity includes the signing of the Individual Evaluation Sheet by the Teacher-Applicant. This is the only time that the Teacher-Applicant can ask questions relative to the application.
March 10, 2025	Orientation of the Members of the Division Comparative Assessment Committee (DCAC). Note: The District Comparative Assessment Committee (DCAC) is chaired by the Public Schools District Supervisor (PSDS) and assisted by the District ICT Coordinator. There shall be two DCAC groups: one for the elementary level and another for the secondary level. Each group shall consist of three school heads.
March 12-14, 2025	Submission of the of Initial Comparative Assessment Sheet (I-CAR) generated via the HRMS-RMS Portal, compiled Individual Evaluation Sheets (IES), and Pertinent Documents grouped per position to the DCAC. Note: Compiled IES per position should be enclosed and fastened in long white folders with the signed Initial Comparative Assessment Sheet on top.
March 24-25, 2025	PPST NCOI (Teacher Reflection)
March 26-28, 2025	Rating of Teacher Reflection Form (TRF)
March 31-April 4, 2025	PPST COI (Teaching Demonstration)
April 7-9, 2025	Encoding of the scores to the HRMS-RMS Portal. Note: This is to be done by the District ICT Coordinator.
April 10-11, 2025	Generation (via the HRMS-RMS Portal) and submission of Sub-Level Comparative Assessment Result (SL-CAR) to the SDO-HR Office. Note: This is to be done by the District ICT Coordinator. The SL-CAR must be signed by the Members of the DCAC prior to submitting.

April 21-23, 2025	Random audit of SL-CAR. Note: This is to be done by the HRMPSB Secretariat.
April 24-30, 2025	Deliberation, finalization, and signing of the Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA). Note: The CAR-RQA must be signed prior to posting.
May 2, 2025	Posting of the Teacher I CAR-RQA.

- Application shall be done via the Recruitment Management System (RMS) Portal at **<https://rms.depedbohol.org/vacancies>**, the official online platform for submission of application intent.
- The Pertinent Documents listed under Checklist of Pertinent Documents (Annex A) shall be submitted in photocopies to the preferred school nearest to the declared residential address as indicated in the Personal Data Sheet.
- A Kindergarten Teacher-Applicant must have obtained 18 units of Early Childhood/Preschool Courses or its equivalent degree.
- Submission of the pertinent documents to the School Screening Committee (SSC) in two folders with table of contents for verification against the original documents and the Certification of Authenticity and Veracity (Annex A) of the documents. **Note: Make sure that documents are in correct order/sequence and provide tabbing for easy perusal.**
- Previous Teacher-Applicants are given an option to carry over their scores from the previous ranking (maximum of two years: SY 2023-2024 & SY 2024-2025), may update their credentials without undergoing the entire recruitment and selection activities by identifying which part of the criteria to be updated are to be retained provided that applicants send a Letter of Intent. Re-submission of Training Certificates, however, are required even for update intents. Failure to do so would result to a zero (0) score for the Training Criterion.
- For guidance of all concerned.


FAY C. LUAREZ PhD-TM, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent



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Deped Tayo Bohol Division



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: FAY C. LUAREZ PhD-TM, EdD, CESO VI Assistant Schools Division Superintendent OIC- Office of the Schools Division Superintendent			
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.