



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

**Office of the Schools
Division Superintendent**

February 25, 2025

DIVISION MEMORANDUM
No. **141**, s. 2025

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR
EDUCATION PROGRAM SUPERVISOR, PLANNING OFFICER III, EDUCATION
PROGRAM SPECIALIST II AND ELEMENTARY SCHOOL PRINCIPAL I
OF DEPED BOHOL**

- 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 **Education Program Supervisor (Filipino), Planning Officer III, Education Program Specialist II (ALS) and Elementary School Principal I** 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
Education Program Supervisor (Filipino)	22	Master's degree in education or other relevant Master's degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Planning 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

Education Program Specialist II (ALS)	16	Bachelor's degree in Education or its equivalent	2 years experience in education, research, development, Implementation or other relevant experience	4 hours of relevant training	RA 1080, Career Service (Professional), Appropriate Eligibility for Second Level Position
Elementary School Principal I (preferred qualification as passer for the National Qualifying Examination for School Heads (NQESH))	19	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)

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:

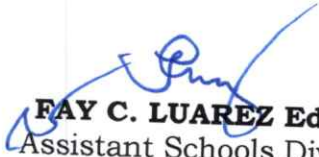
- a. Folder cover (Profile page printout).
- b. Folder Color Coding:
Blue – Education Program Supervisor
Violet – Planning Officer III
Orange- Education Program Specialist II
Red- Elementary School Principal I
- c. Per sequence in Annex C.

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.


FAY C. LUAREZ EdD, PhDTM, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Schedule of Activities
**Education Program Supervisor, Planning Officer III, Education Program
Specialist II and Elementary School Principal I Job Opening**

Date	Activity	Responsible Person
February 24-28, 2025	Online application	Applicants
March 3-7, 2025	• Submission of pertinent documents to SDO-HR Office • Taking-in of applications via the HRMS portal	• Applicants, HRMPSB Secretariat • HRMPSB Secretariat
March 11-14, 2025	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
March 18-19, 2025	1. Final Comparative Assessment: a. Behavioral Event Interview b. Written Test 2. Encoding of Scores	• Applicants • HRMPSB
March 20, 2025	Deliberation of Results	• HRMPSB
March 21, 2025	Posting of CAR	• HRMPSB Secretariat
March 31, 2025	Posting of CAR-RQA	• HRMPSB Secretariat

**Department of Education
Bohol Division**

Application Workflow

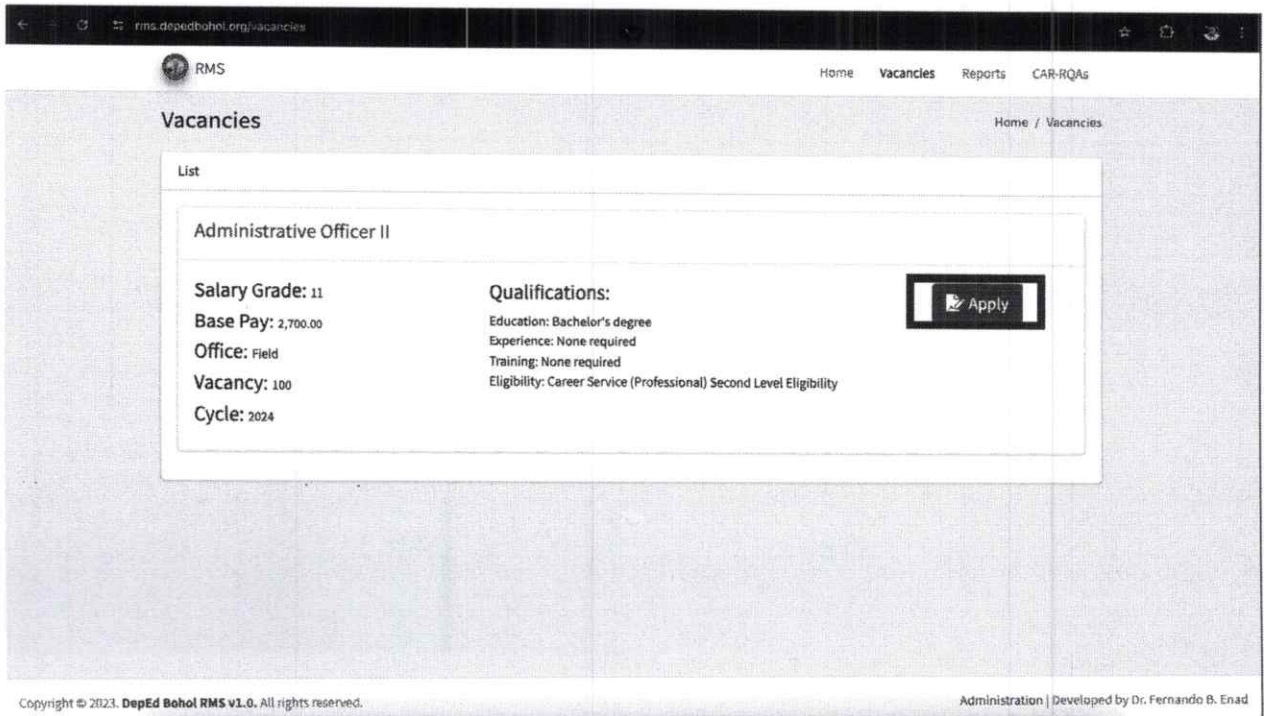
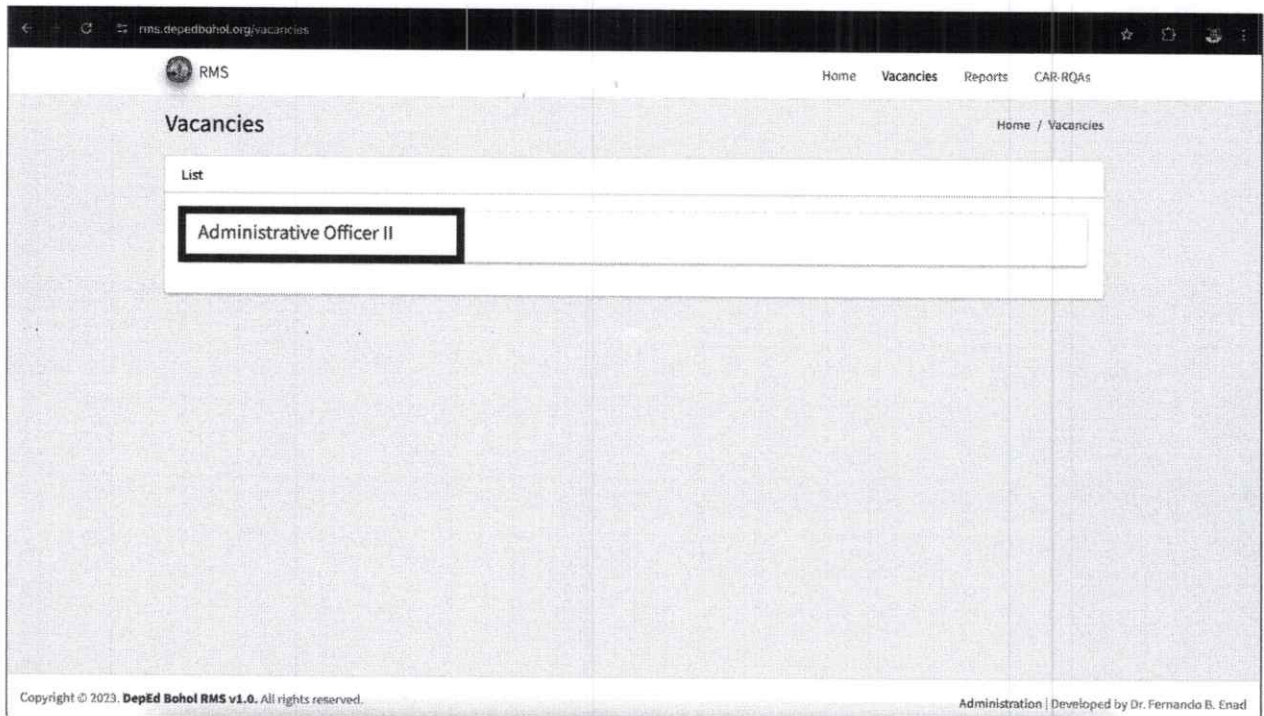
I. Online Application via rms.depedbohol.org

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 shows a web browser window with the URL `rms.depedbohol.org/applications`. The page has a navigation bar with 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" heading. Below the heading is a search input field with the placeholder text "Type email address used to apply..." and a magnifying glass icon. Underneath the input field, it says "Input the email address used during the application". The footer of the page contains the copyright notice "Copyright © 2023. DepEd Bohol RMS v1.0. All rights reserved." and the text "Administration | Developed by Dr. Fernando B. Ened".




Home Vacancies

Home / Vacancies / Details / Apply

Vacancy 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@depd.gov.ph	09176268262

Submit application
Cancel

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Home Vacancies

Home / My Applications / Details

Application 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
 Profile
Next Steps
Scores
Queries

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

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II. Submission of Pertinent Documents to SDO Bohol Human Resource Office

Applicants must submit various documents to the nearest Central School/District Office. These documents are essential for verifying the applicant's qualifications, 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:

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

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 EdD, PhDTM, 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.