



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

Office of the Schools Division Superintendent

June 3, 2025

DIVISION MEMORANDUM
No. 333, s. 2025

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR
ADMINISTRATIVE OFFICER II 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 **Administrative Officer II (ADO II)** 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 Officer II (For internal applicants, preferably those with one year full cycle of performance rating in their current position)	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second 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 nearest Central School/District/Division Office Near You.**

Applicants must submit pertinent documents to the nearest Central School/District/Division 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 – ADOF II (Admin Officer II)
- c. Per sequence in Annex A.

5. **Important Reminders:**

- 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 A.

7. For current Administrative Officer II who wish to transfer must submit their letter of intent, along with their Service Record, on or before **June 6, 2025** at **SDO Bohol Admin Office.**

8. For immediate widest dissemination and guidance for all concerned.


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

Schedule of Activities
Administrative Officer II Job Opening

Date	Activity	Responsible Person
June 3-8, 2025	Online Application	Applicants
June 10, 2025	Orientation of District Selection Committee	District Committee, HRMPSB
June 9-13, 2025	Submission of pertinent documents Central/District/Division Office	Applicants, HRMPSB Secretariat, District Committee
June 16-17, 2025	Taking-in of applications via the HRMS portal	HRMPSB Secretariat, District Committee
June 18-30, 2025	1. Initial Comparative Assessment Phase: - Education, - Training, - Experience, - Performance, - Outstanding Performance, - Application of Education, - Application of Learning and Development	Comparative Assessment Committee Members
July 1-3, 2025	2. Final Comparative Assessment: - Behavioral Event Interview - Written Test - Skills Test - Open Ranking	- Applicants - HRMPSB - Applicants, Comparative Assessment Committee Members, HRMPSB
July 4, 2025	3. Encoding of Scores	HRMPSB Secretariat, District Committee
July 7, 2025	4. Submission of CAR at HRMO Office	District Committee
July 8-11, 2025	5. Deliberation of Results	HRMPSB
July 16, 2025	Posting of CAR	HRMPSB Secretariat
July 28, 2025	Posting of CAR-RQA	HRMPSB Secretariat

**Department of Education
Bohol Division**

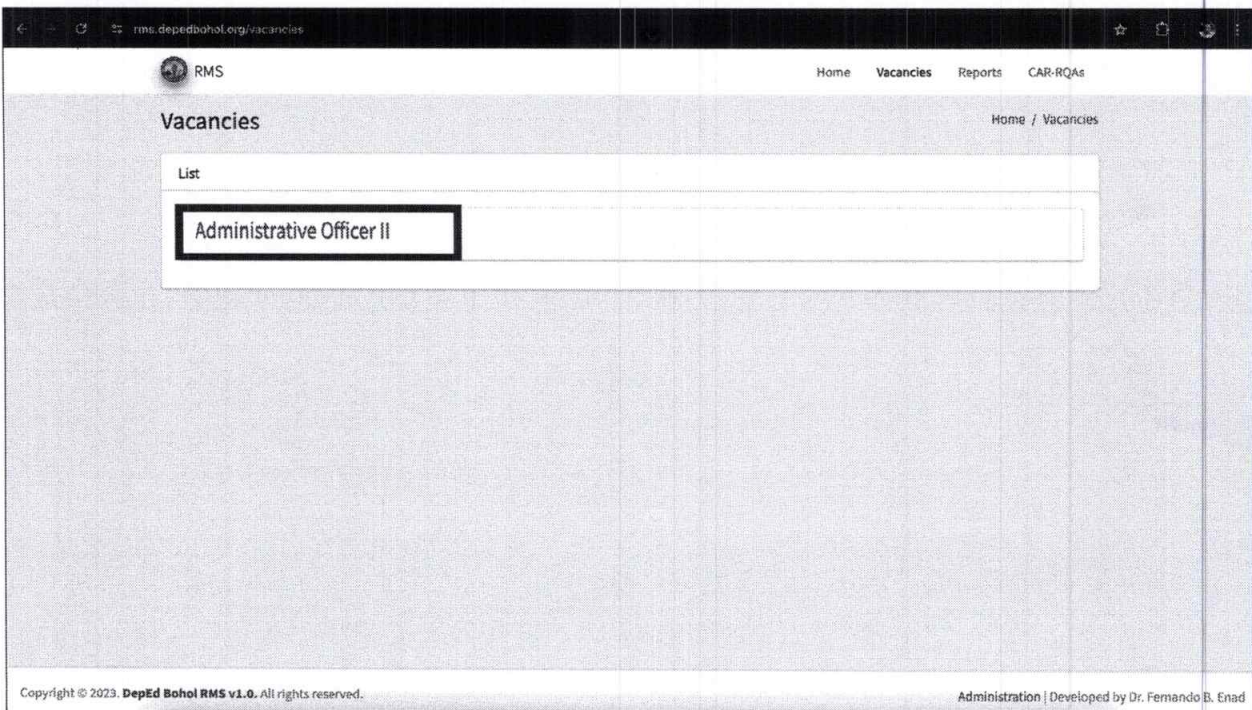
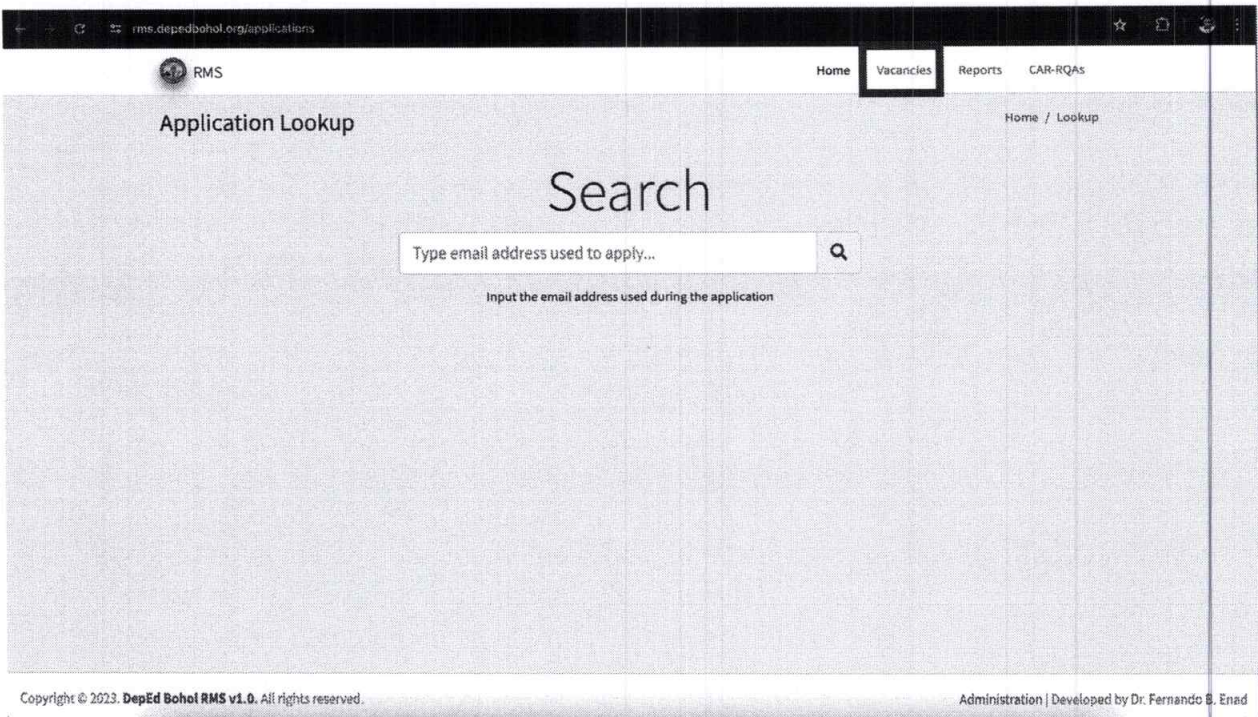
Application Workflow

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.



RMS

Home

Vacancies

Reports

CAR-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

Home

Vacancies

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@depd.gov.ph

09176268262

Submit application

Cancel

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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

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@depd.gov.ph

Details

Profile

Next Steps

Scores

Queries

Name

Address

Age

Gender

Gender

Religion

Disability

Enad, Fernando B

Hillside, Poblacion, Sagbayan (6331)

39

Male

Single

Roman Catholic

-

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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:

- a. Folder cover (Profile page printout).
- b. 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, PhD.TM, 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.