



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

**Office of the Schools
Division Superintendent**

June 26, 2025

DIVISION MEMORANDUM
No. 394, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 333 s. 2025 ON
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. In view of the high volume of applicants for the Administrative Officer II position, please be informed that there have been adjustments to the previously scheduled dates of activities hereto attached for reference.
2. For the information, guidance and compliance of all concerned.
3. Wide dissemination of this Memorandum is desired


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

Schedule of Activities
Administrative Officer II Job Opening

Date	Activity	Responsible Person
June 30 – July 4, 2025	1. Initial Comparative Assessment Phase: <i>a. Education,</i> <i>b. Training,</i> <i>c. Experience,</i> <i>d. Performance,</i> <i>e. Outstanding Performance,</i> <i>f. Application of Education,</i> <i>g. Application of Learning and Development</i>	• Comparative Assessment Committee Members
July 7, 2025	2. Final Comparative Assessment: <i>a. Skills Test</i> <i>b. Written Test</i>	• Applicants • HRMPSB • Applicants, Comparative Assessment Committee Members, HRMPSB
July 8-11, 2025	<i>c. Behavioral Event Interview</i> <i>d. Open Ranking</i>	
July 14-15, 2025	3. Encoding of Scores	• HRMPSB Secretariat, District Committee
July 16, 2025	4. Posting of CAR at District Offices	• District Committee
July 21, 2025	5. Submission of CAR and AO II Applicants folders at HRMO Office	• District Committee •
July 22-25, 2025	6. Deliberation of Results	• HRMPSB
July 28, 2025	Posting of CAR-RQA	• HRMPSB Secretariat