



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

Office of the Schools Division Superintendent

August 26, 2025

DIVISION MEMORANDUM

No. **573**, s. 2025

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR
ADMINISTRATIVE OFFICER IV (HRMO II and Procurement Unit), PROJECT
DEVELOPMENT OFFICER II (LRMS Office), EDUCATION PROGRAM
SPECIALIST II (SGOD), PROJECT DEVELOPMENT OFFICER I AND
REGISTRAR 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 **Administrative Officer IV (HRMO II and Procurement Unit), Project Development Officer II (LRMS Office), Education Program Specialist II (SGOD), Project Development Officer I and Registrar I** positions 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 IV (HRMO II) and (Procurement Unit) 2 vacant items	15	Bachelor's Degree Relevant to the Job	1 year relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Development Officer II (LRMS Unit) 1 vacant item	15	Bachelor's Degree Relevant to the Job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

Education Program Specialist II (SGOD) 1 vacant item	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
Project Development Officer I 3 vacant items	11	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Registrar 3 vacant items	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 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:
 - Orange** – ADOF IV (HRMO II)
 - Red** – ADOFIV (Procurement Unit)
 - Blue** – PDO II (LRMS Office)
 - Yellow** – EPS II (SGOD)
 - Green** – PDO I
 - Violet** – Registrar I
- c. Per sequence in Annex A.

5. Appraisal of credentials for Administrative Officer IV, Project Development Officer II and Education Program Specialist II will be based on computation of points per DepEd Order No. 7 s. 2023.

6. Only relevant Education, Training and Experience that exceeds the minimum qualifications of the CSC-approved Qualification Standard, shall be given points. Training must be earned after the last promotion but within the last five (5) years.
7. **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.
 - c. Internal applicants must have completed a full one-year cycle of the Individual Performance Commitment and Review Form (IPCRF) rating in their current position.
8. Attached is the Schedule of Activities and the Annex A.
9. For immediate widest dissemination and guidance for all concerned.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent 

Schedule of Activities
**Administrative Officer IV, Project Development Officer II, Education
Program Specialist II, Project Development Officer I and Registrar I Job
Opening**

Date	Activity	Responsible Person
September 1-3, 2025	• Online Application	• Applicants
September 4-10, 2025	• Submission of pertinent documents at Division Office	• Applicants, HRMPSB Secretariat
September 11, 2025	• Taking-in of applications via the HRMS portal	• HRMPSB Secretariat
September 15-19	1. Initial Comparative Assessment Phase: <i>Education,</i> <i>Training,</i> <i>Experience,</i> <i>Performance,</i> <i>Outstanding Performance,</i> <i>Application of Education,</i> <i>Application of Learning and Development</i>	• Comparative Assessment Committee Members
September 24-26	2. Final Comparative Assessment: <i>Behavioral Event Interview</i> <i>Written Test</i> <i>Skills Test</i> <i>Open Ranking</i>	• Applicants • HRMPSB • Applicants, Comparative Assessment Committee Members, HRMPSB
September 29-30, 2025	3. Encoding of Scores	• HRMPSB Secretariat,
October 1, 2025	Posting of CAR	• HRMPSB Secretariat
October 13, 2025	Posting of CAR-RQA	• HRMPSB Secretariat

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 Schools Division Superintendent 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.