



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

**Office of the Schools Division Superintendent**

November 20, 2025

DIVISION MEMORANDUM

No. **797** , s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 785, s. 2025 ON ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR ENGINEER III, ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER), ADMINISTRATIVE ASSISTANT II (ADMIN SUPPORT), ADMINISTRATIVE ASSISTANT I AND ADMINISTRATIVE AIDE VI 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

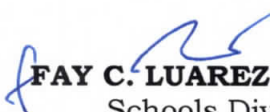
1. Relative to DM 785, s. 2025 dated November 18, 2025, entitled Announcement of Vacancy and Acceptance of Application for Engineer III, Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer II), Administrative Assistant II (Admin Support), Administrative Assistant I and Administrative Aide VI, please be informed of the following corrections to the memorandum.
2. Pursuant to **CSC Resolution No. 2500229** promulgated on **06 March 2025**, the Civil Service Commission (CSC) adopts the **Amendments to the Education Requirements for First Level Positions in the Government** as follows:

<b>Position</b>	<b>Existing Education Requirement</b>	<b>Amended Education Requirement</b>
Administrative Assistant III (Senior Bookkeeper)	Completion of two-year studies in college	Completion of 2 years of studies in college (prior to 2018),  OR  Completion of Grade 12/Senior High School (starting 2016)*

<p>Administrative Assistant II (Disbursing Officer)</p>	<p>Completion of two-year studies in college</p>	<p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School (starting 2016)*</p>
<p>Administrative Assistant II (Admin Support)</p>	<p>Completion of two-year studies in college or High School graduate with relevant vocational/trade course</p>	<p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High School Graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p>
<p>Administrative Assistant I</p>	<p>Completion of two-year studies in college or High School graduate with relevant vocational/trade course</p>	<p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High School Graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p>

		Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
Administrative Aide VI	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	<p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High School Graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p>

3. All other details in the said memorandum remain the same.
4. For immediate widest dissemination and guidance for all concerned.

  
**FAY C. LUAREZ EdD, PhDTM, CESO VI**  
 Schools Division Superintendent