



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

**Office of the Schools  
Division Superintendent**

December 15, 2025

DIVISION MEMORANDUM  
No. **860** , s. 2025

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR  
ELEMENTARY SCHOOL PRINCIPAL III AND ACTING PUBLIC SCHOOLS  
DISTRICT SUPERVISOR OF DEPED BOHOL**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public School District Supervisors/Acting PSDS  
Public Secondary/Elementary School Heads  
All Others Concerned

1. This Office announces the acceptance of applicants for **Elementary School Principal III and Acting Public Schools District Supervisor** 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 **Elementary School Principal III** position is outlined below.

<b>Position</b>	<b>Salary Grade</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
School Principal III	21	Master's Degree in Education, or Educational Management, or Educational Leadership; or  Master's Degree in relevant learning area with at least 15 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)

3. For **Acting Public Schools District Supervisor**, preferred applicants for the position are Elementary and Secondary School Principals II, III and IV who possess the following qualifications:

- Master's Degree in Education or other relevant Master's Degree with a specific area of specialization
- At least 16 hours of relevant training
- At least three (3) years of experience as School Principal II, Principal III and Principal IV

4. Interested applicants should apply online through the **RMS Portal** to generate an **Application Code**.

RMS Portal link: <http://rms.depedbohol.org/vacancies>

**5. 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:  
**Green** –Elementary School Principal III  
**Violet** –Acting Public Schools District Supervisor
- c. Per sequence in Annex A.

6. Documents are expected to be fastened on the upper part with Table of Contents and be arranged according to the sequence outlined in Annex A.

7. Applications with incomplete basic requirements shall not be accepted pursuant to DepEd Order No. 7, s. 2023.

**8. 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.

9. The composition of the ranking committee responsible for conducting the Comparative Assessment for the aforementioned position are as follows:

<b>Elementary School Principal III</b>	
Chairman:	Lope S. Hubac
Members:	Dr. Ma. Buenaventurada G. Socorin Maria Lileth P. Calacat

<b>Acting Public Schools District Supervisor</b>	
Chairman:	Dr. Eduardo A. Ompad
Members:	Dr. Renato D. Calamba
	Dr. Maria Mel H. Belano

10. Attached is the Schedule of Activities and the Annex A.
11. For immediate widest dissemination and guidance for all concerned.

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

*Schedule of Activities*  
**Elementary School Principal III and Acting Public Schools District  
 Supervisor Job Opening**

<b>Date</b>	<b>Activity</b>	<b>Responsible Person</b>
December 17-19, 2025	<ul style="list-style-type: none"> <li>• Online Application</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants</li> </ul>
January 5-9, 2026	<ul style="list-style-type: none"> <li>• Submission of pertinent documents at Division Office</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants, HRMPSB Secretariat</li> </ul>
January 12-13, 2026	<ul style="list-style-type: none"> <li>• Taking-in of applications via the HRMS portal</li> </ul>	<ul style="list-style-type: none"> <li>• HRMPSB Secretariat</li> </ul>
January 14-23, 2026	<ol style="list-style-type: none"> <li>1. Initial Comparative Assessment Phase:               <ol style="list-style-type: none"> <li>a. Education,</li> <li>b. Training,</li> <li>c. Experience,</li> <li>d. Performance,</li> <li>e. Outstanding Performance,</li> <li>f. Application of Education,</li> <li>g. Application of Learning and Development</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Comparative Assessment Committee Members</li> </ul>
January 27-28, 2026	<ol style="list-style-type: none"> <li>2. Final Comparative Assessment:               <ol style="list-style-type: none"> <li>a. Behavioral Event Interview</li> <li>b. Written Test</li> <li>c. Skills Test</li> <li>d. Open Ranking</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Applicants</li> <li>• HRMPSB</li>   <li>• Applicants, Comparative Assessment Committee Members, HRMPSB</li> </ul>
February 2-4, 2026	<ol style="list-style-type: none"> <li>3. Deliberation</li> </ol>	<ul style="list-style-type: none"> <li>• HRMPSB Committee</li> </ul>
February 6, 2026	<ol style="list-style-type: none"> <li>4. Encoding of Scores</li> </ol>	<ul style="list-style-type: none"> <li>• HRMPSB Secretariat</li> </ul>
February 10, 2026	Posting of CAR	<ul style="list-style-type: none"> <li>• HRMPSB Secretariat</li> </ul>
February 23, 2026	Posting of CAR-RQA	<ul style="list-style-type: none"> <li>• HRMPSB Secretariat</li> </ul>

**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 <b>specifying the position applied for</b> and addressed to the Head of Office:  <b>Fay C. Luarez EdD, PhD.TM, CESO VI</b> 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 2025) 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