



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

**Office of the Schools
 Division Superintendent**

April 27, 2026

DIVISION MEMORANDUM
 No. **271**, s. 2025

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR
 PUBLIC SCHOOLS DISTRICT SUPERVISOR AND SCHOOL PRINCIPAL IV
 (ELEMENTARY) 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

- This Office announces the acceptance of applicants for **Public Schools District Supervisor** and **School Principal IV (Elementary)** 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.
- The minimum Qualification Standard for the said position is outlined below.

Position	Salary Grade	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	Master's degree in Education or other relevant master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080, as amended (Teacher)
School Principal IV (Elementary)	22	Master's Degree in Education, or Educational Management, or Educational Leadership; or Master's Degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 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. 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.

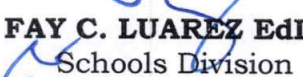
*** The applicant must prepare two folders: one containing the original documents and the other containing the photocopies.

Steps:

- a. Folder cover (Profile page printout).
 - b. Folder Color Coding:
Orange – Public Schools District Supervisor
Blue- School Principal IV (Elementary)
 - c. Per sequence in Annex A.
5. All documents must be filed in a folder, securely fastened at the top, properly tabbed, and sequentially page numbered. A Table of Contents should be included, and the documents must be arranged in the order specified in Annex A.
6. Applications with incomplete basic requirements shall not be accepted pursuant to DepEd Order No. 7, s. 2023.
- 7. Important Reminders:**
- a. No additional documents will be accepted after the deadline for applications.
 - b. An Initial Evaluation Result (IER) (www.depedbohol.org → **Join Us** → **Initial Evaluation Result**) will be released following the assessment of the Qualification Standards (QS), notifying applicants whether they meet the qualifications or have been disqualified for the position..
8. The composition of the ranking committee responsible for conducting the Comparative Assessment for the aforementioned position are as follows:

Chairman:	Dr. Eduardo A. Ompad
Members:	Dr. Neil Michael G. Olavar
	Atty. Jessie A. Fuentes
	Dr. Wilfreda O. Flor
	Dr. Renato D. Calamba
	Mr. Fermin M. Albutra
	Mrs. Judith S. Apale

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


FAY C. LUAREZ EdD, PhDTM, CESO V
 Schools Division Superintendent

Schedule of Activities

Public Schools District Supervisor and School Principal IV Job Opening

Date	Activity	Responsible Person
April 28-May 4, 2026	<ul style="list-style-type: none">• Online Application	<ul style="list-style-type: none">• Applicants
May 4-7, 2026	<ul style="list-style-type: none">• Submission of pertinent documents at Division Office	<ul style="list-style-type: none">• Applicants, HRMPSB Secretariat
May 11, 2026	<ul style="list-style-type: none">• Taking-in of applications via the HRMS portal	<ul style="list-style-type: none">• 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 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

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.