

Republic of the Philippines  
**Department of Education-Division of Aklan**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION(CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the **DepED-DIVISION OF AKLAN** in the CSC website:

  
**PATROCENIA Y. MAMBURAM**  
Administrative Officer V

Date: **April 23, 2021**

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Teacher III	OSEC-DECSB-TCH3-421448-2016	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)		Division of Aklan
2	Teacher II	OSEC-DECSB-TCH2-426478-1998	12	26052	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)		Division of Aklan
3	Teacher I	OSEC-DECSB-TCH1-425113-2018	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
4	Teacher III	OSEC-DECSB-TCH3-420121-2007	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)		Division of Aklan
5	Teacher II	OSEC-DECSB-TCH2-426493-1998	12	26052	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)		Division of Aklan
6	Teacher I	OSEC-DECSB-TCH1-420321-2007	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
7	Administrative Assistant III	OSEC-DECSB-ADAS3-420269-2014	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Office of the Schools Division Superintendent
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420004-2011	9	19593	Completion of 2 years studies in college preferably with at least nine (9) units in accounting subjects; or Completion of at least 2 years studies preferably in Bachelor's Degree in Accountancy or Commerce or Business Administration Major in Accounting	4 hours of relevant training preferably in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	one (1) year relevant experience preferably on accounting activities/tasks	Career Service (Sub-Professional); First Level Eligibility		Toledo National High School
9	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-8-2018	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Buruanga Vocational School
10	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420028-2007	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Linabuan National High School
11	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420026-2007	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Madalag National High School

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
12	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420020-2014	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		New Washington National Comprehensive High School
13	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420001-2013	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Tangalan National High School
14	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420016-2017	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Office of the Schools Division Superintendent
15	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420591-2016	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Division of Aklan - Senior High School
16	Administrative Assistant II (Accounting Clerk III)	OSEC-DECSB-ADAS2-420091-2014	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Office of the Schools Division Superintendent
17	Administrative Assistant I (Accounting Machine Operator II)	OSEC-DECSB-ADAS1-420085-2014	7	17179	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional); First Level Eligibility		Office of the Schools Division Superintendent
18	Teacher I	OSEC-DECSB-TCH1-423819-2012	11	23877	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)		Loctuga National High School
19	Teacher I	OSEC-DECSB-TCH1-420529-2020	11	23877	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)		Malay National High School
20	Teacher I	OSEC-DECSB-TCH1-420528-2020	11	23877	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)		Makato Integrated School

This Office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation & gender identities (SOGI). Applicants should signify interest in writing. Attach the following documents to the application letter and HAND IN or SEND THROUGH A COURIER TO THE ADDRESS BELOW NOT LATER THAN **May 10, 2021**. Applicants with complete requirements and who meet the minimum qualifications standards will undergo a competency-based assessment process.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport sized picture (**CS Form No. 212, Revised 2017**) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).
2. Performance rating **in the last rating period** (if applicable)
3. Photocopy of Certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records; and
5. Photocopy of Certificate of Employment, Training/s and Awards (if applicable)

**QUALIFIED APPLICANTS** are advised to hand on or send through courier/email their application to:

**PATROCENIA Y. MAMBURAM**

Administrative Officer V

Poblacion, Numancia, Aklan

[deped\\_aklan@hotmail.com](mailto:deped_aklan@hotmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**