

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. MAMURAM**  
Administrative Officer V

Date: August 8, 2019

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards				Place Of Assignment
					Education	Training	Experience	Eligibility	
1	Teacher I	OSEC-DECSB-TCH1-420610-2015	11	20754	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	None required	RA 1080 LET/PBET	Habana Integrated School
2	Teacher I	OSEC-DECSB-TCH1-446428-1998	11	20754	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	None required	RA 1080 LET/PBET	Tangdian National High School
3	Teacher I	OSEC-DECSB-TCH1-420581-2004	11	20754	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	None required	RA 1080 LET/PBET	Lindbuan National High School
4	Teacher III	OSEC-DECSB-TCH3-420380-2018	13	25232	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	Teacher for two (2) years	RA 1080 LET/PBET	Alfonso XII National High School
5	Teacher I	OSEC-DECSB-TCH1-420632-2015	11	20754	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	None required	RA 1080 LET/PBET	Alfonso XII National High School
6	Teacher II	OSEC-DECSB-TCH2-420313-2010	12	22938	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	Teacher for one (1) year	RA 1080 LET/PBET	Aklan National High School for Arts and Trades
7	Teacher III	OSEC-DECSB-TCH3-420657-2014	13	25232	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	Teacher for two (2) years	RA 1080 LET/PBET	Tangdian National High School
8	Teacher I	OSEC-DECSB-TCH1-423936-2018	11	20754	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	None required	RA 1080 LET/PBET	Nalie National High School
9	Teacher III	OSEC-DECSB-TCH3-421265-2016	13	25232	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	Teacher for two (2) years	RA 1080 LET/PBET	Dr. Ramon B. Legaspi, Sr. National High School
10	Teacher II	OSEC-DECSB-TCH2-420379-2012	12	22938	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	Teacher for one (1) year	RA 1080 LET/PBET	Dr. Ramon B. Legaspi, Sr. National High School

11	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADAs-420045-2004	6	14847	Completion of two-year studies in college	None required	None required	None required	Career Service (Sub-Professional); First Level Eligibility	Division of Aklan-Office of the Schools Division Superintendent
12	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAs3-420089-2014	9	17975	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 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	Ochando National High School	
13	Teacher I	OSEC-DECSB-TCH1-464469-1998	11	20754	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	None required	RA 1080 (Teacher)	Division of Aklan	
14	Teacher I	OSEC-DECSB-TCH1-420022-2004	11	20754	Bachelor's degree in Secondary Education or its equivalent with 18 Professional Education Units with appropriate major	None required	None required	RA 1080 (Teacher)	Division of Aklan	

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 **August 22, 2019**. 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

Archbishop Reyes Street, Poblaon, Kalibo, Aklan

[divisionofaklan@hotmail.com](mailto:divisionofaklan@hotmail.com)

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