


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:

DECEMBER 9, 2020

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 I	OSEC-DECSB-TCH1-420298-2007	11	22316	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units	None required	None required	RA 1080 LET/PBET		Division of Aklan
2	Teacher I	OSEC-DECSB-TCH1-461484-1998	11	22316	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units	None required	None required	RA 1080 LET/PBET		Division of Aklan
3	Teacher I	OSEC-DECSB-TCH1-420307-2007	11	22316	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units	None required	None required	RA 1080 LET/PBET		Division of Aklan
4	Teacher II	OSEC-DECSB-TCH2-426798-1998	12	24495	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units	None required	Teacher for one (1) year	RA 1080 LET/PBET		Division of Aklan
5	Teacher III	OSEC-DECSB-TCH3-427735-1998	13	26754	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units	None required	Teacher for two (2) year	RA 1080 LET/PBET		Division of Aklan
6	Teacher III	OSEC-DECSB-TCH3-427447-1998	13	26754	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units	None required	Teacher for two (2) year	RA 1080 LET/PBET		Division of Aklan
7	Master Teacher II	OSEC-DECSB-MTCHR2-420860-1998	19	46791	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 LET/PBET		Division of Aklan
8	Master Teacher I	OSEC-DECSB-MTCHR1-424093-1998	18	42159	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units w/ at least 18 M.A. units in Education or its equivalent	None required	Teacher for three (3) years	RA 1080 LET/PBET		Division of Aklan
9	Master Teacher I	OSEC-DECSB-MTCHR1-424102-1998	18	42159	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units w/ at least 18 M.A. units in Education or its equivalent	None required	Teacher for three (3) years	RA 1080 LET/PBET		Division of Aklan
10	Teacher III	OSEC-DECSB-TCH3-427351-1998	13	26754	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units	None required	Teacher for two (2) year	RA 1080 LET/PBET		Division of Aklan

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11	Head Teacher II	OSEC-DECSB-HTEACH2-420135-1998	15	32053	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education units	24 hrs. of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years.	RA 1080 (LET/PBET)		Division of Aklan
12	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420577-2016	8	17505	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
13	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420575-2016	8	17505	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
14	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420561-2016	8	17505	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
15	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420582-2016	8	17505	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 (Clerk IV)	OSEC-DECSB-ADAS2-420572-2016	8	17505	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
17	Teacher II	OSEC-DECSB-TCH2-420445-2000	12	24495	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		Union National High School
18	Teacher I	OSEC-DECSB-TCH1-446704-1998	11	22316	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)		Altavas National School
19	Teacher III	OSEC-DECSB-TCH3-421277-2016	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		Makato Integrated School
20	Teacher II	OSEC-DECSB-TCH2-420103-2017	12	24495	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 (Teacher)		Makato Integrated School
21	Teacher I	OSEC-DECSB-TCH1-420411-2011	11	22316	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)		Makato Integrated School
22	Teacher I	OSEC-DECSB-TCH1-446681-1998	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)		Batan Academy (A National School)
23	Teacher II	OSEC-DECSB-TCH2-420059-2003	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		Petronilo C. Ibadlit National High School
24	Teacher II	OSEC-DECSB-TCH2-420118-2000	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		Petronilo C. Ibadlit National High School
25	Teacher I	OSEC-DECSB-TCH1-463873-1998	11	22316	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)		Petronilo C. Ibadlit National High School

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26	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-6-2018	8	17505	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		Boracay National High School
27	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-10-2018	8	17505	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		Calizo National High School
28	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-17-2018	8	17505	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		Libacao Forestry Vocational High School
29	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-19-2018	8	17505	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
30	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-20-2018	8	17505	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
31	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-21-2018	8	17505	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		Malay National High School
32	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-24-2018	8	17505	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		Naile National High School
33	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-29-2018	8	17505	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		Numancia National School of Fisheries
34	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-31-2018	8	17505	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		Ondoy National High School
35	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-38-2018	8	17505	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		Toledo National High School
36	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-40-2018	8	17505	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		Unidos National High School

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37	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-41-2018	8	17505	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		Union National High School
38	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420024-2017	8	17505	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 - Office of the Schools Division Superintendent
39	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420031-2017	8	17505	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 - Office of the Schools Division Superintendent
40	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420026-2017	8	17505	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 - Office of the Schools Division Superintendent
41	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420025-2017	8	17505	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 - Office of the Schools Division Superintendent
42	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420028-2017	8	17505	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 - Office of the Schools Division Superintendent
43	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420032-2017	8	17505	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 - Office of the Schools Division Superintendent
44	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420030-2017	8	17505	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 - Office of the Schools Division Superintendent
45	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420029-2017	8	17505	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 - Office of the Schools Division Superintendent
46	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420003-2011	9	18784	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		Boracay National High School

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47	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-18-2018	9	18784	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		Division of Aklan - Office of the Schools Division Superintendent
48	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-19-2018	9	18784	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		Division of Aklan - Office of the Schools Division Superintendent
49	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-20-2018	9	18784	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		Division of Aklan - Office of the Schools Division Superintendent
50	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-21-2018	9	18784	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		Division of Aklan - Office of the Schools Division Superintendent
51	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420054-2017	9	18784	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		Division of Aklan - Office of the Schools Division Superintendent

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52	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420055-2017	9	18784	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		Division of Aklan - Office of the Schools Division Superintendent
53	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420055-2017	9	18784	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		Maloco National High 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 **December 23, 2020**. 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.
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.