

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

To: CIVIL SERVICE COMMISSION(CSC)
is, which are authorized to be filled, at the **DepED-DIVISION OF AKLAN** in the CSC website:


PATROCENIA Y. MAMBURAM
Administrative Officer V

Date: **December 2, 2019**

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Annual Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420577-2016	8	16758	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
2	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420598-2016	8	16758	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
3	Teacher I	OSEC-DECSB-TCH1-420683-2015	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)		Candelaria National High School
4	Teacher I	OSEC-DECSB-TCH1-446655-1998	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)		Ciriaco L. Icamina National High School
5	Administrative Officer I (Supply Officer I)	OSEC-DECSB-ADOF1-420062-2004	10	19233	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Numancia National School of Fisheries
6	Administrative Officer I (Supply Officer I)	OSEC-DECSB-ADOF1-420062-2004	10	19233	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Numancia National School of Fisheries
7	Teacher II	OSEC-DECSB-TCH2-426777-1998	12	22938	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education units	None required	Teacher for one (1) year	RA 1080 (Teacher)		Division of Aklan
8	Teacher III	OSEC-DECSB-TCH3-421503-2016	13	25232	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education units	None required	Teacher for two (2) years	RA 1080 (Teacher)		Division of Aklan
9	Teacher I	OSEC-DECSB-TCH1-464536-1998	11	20754	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education units	None required	None required	RA 1080 (Teacher)		Division of Aklan
10	Teacher I	OSEC-DECSB-TCH1-420003-2016	11	20754	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education units	None required	None required	RA 1080 (Teacher)		Division of Aklan

11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420036-2017	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		Division of Aklan - Office of the Schools Division Superintendent
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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 15, 2019**. Applicants with complete requirements and who meet the minimum qualifications standards will undergo a competency-based assessment process.

2x2 sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.

Rating in the last rating period (if applicable)

Copy of Certificate of eligibility/rating/license; and

Copy of Transcript of Records; and

Copy 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, Poblacion, Kalibo, Aklan

deped_aklan@hotmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.