

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

To: CIVIL SERVICE COMMISSION(CSC)
This is to request the publication of the following vacant positions of **DepED-DIVISION OF AKLAN** in the CSC website:

for:  **DR. ERNESTO F. SERVILLON, JR., MNSA, CESO VI**
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent
Date: **January 15, 2018**

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 III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420093-2014	9	203,832	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 in Bachelor's Degree in Accountancy or Commerce; or Bachelor's Degree in 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		Maloco National High School
2	Teacher I	OSEC-DECSB-TCH1-423799-2012	11	235,440	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)		Aklan National High School for Arts and Trades
3	Teacher I	OSEC-DECSB-TCH1-423842-2012	11	235,440	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)		Boracay National High School
4	Teacher II	OSEC-DECSB-TCH2-426418-1998	12	256,644	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)		Tangalan 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 **February 5, 2018**. 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 present position for one (1) year (if applicable)
3. Photocopy of Certificate of eligibility/rating/license;and
4. Photocopy of Transcript of Records

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

Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent
Archbishop Reyes Street, Poblacion, Kalibo, Aklan
divisionofaklan@hotmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Teacher III	OSEC-DECSB-TCH3-420474-2012	13	279,084	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)		Calimbajan-Tina National High School
2	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420622-2016	8	189,816	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	CSSP		Division of Aklan - Senior High School
3	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420584-2016	8	189,816	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	CSSP		Division of Aklan - Senior High School
4	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420555-2016	8	189,816	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	CSSP		Division of Aklan - Senior High School
5	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420593-2016	8	189,816	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience on accounting activities/tasks	CSSP		Division of Aklan - Senior High School
6	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420557-2016	8	189,816	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	CSSP		Division of Aklan - Senior High School
7	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420602-2016	8	189,816	Completion of two-year studies in college	Four (4) hours of relevant training	one (1) year relevant experience	CSSP		Division of Aklan - Senior High School

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