


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:

  
**PATROCENIA Y. MAMBURAM**  
for: *Administrative Officer V*  
**Dr. SALVADOR O. OCHAVO, Jr., CESO VI**  
*Schools Division Superintendent*  
Date: **June 1, 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 Aide VI (Disbursing Officer I)	OSEC-DECSB-ADA6-420048-2004	6	172,080	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	Basic	Batan Academy (A National 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 **June 13, 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](http://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; 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:

**Dr. SALVADOR O. OCHAVO, Jr., CESO VI**  
*Schools Division Superintendent*  
Archbishop Reyes Street, Poblacion, Kalibo, Aklan  
[divisionofaklan@hotmail.com](mailto:divisionofaklan@hotmail.com)

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