

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: **June 25, 2021**

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	Master Teacher I	OSEC-DECSB-MTCHR1-424205-1998	18	43681	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)		Division of Aklan
2	Master Teacher I	OSEC-DECSB-MTCHR1-424200-1998	18	43681	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)		Division of Aklan
3	Teacher III	OSEC-DECSB-TCH3-420289-2014	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)		Division of Aklan
4	Teacher III	OSEC-DECSB-TCH3-427343-1998	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)		Division of Aklan
5	Teacher III	OSEC-DECSB-TCH3-420344-2010	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)		Division of Aklan
6	Teacher II	OSEC-DECSB-TCH2-420584-2010	12	26052	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)		Division of Aklan
7	Teacher II	OSEC-DECSB-TCH2-420587-2010	12	26052	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)		Division of Aklan

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8	Teacher II	OSEC-DECSB-TCH2-426699-1998	12	26052	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 Professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)		Division of Aklan
9	Teacher I	OSEC-DECSB-TCH1-461049-1998	11	23877	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
10	Teacher I	OSEC-DECSB-TCH1-464736-1998	11	23877	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
11	Teacher I	OSEC-DECSB-TCH1-460988-1998	11	23877	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
12	Teacher I	OSEC-DECSB-TCH1-463530-1998	11	23877	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
13	Teacher III	OSEC-DECSB-TCH3-420017-2004	13	28276	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)		Jose Borromeo Legaspi National High School
14	Teacher III	OSEC-DECSB-TCH3-420392-2014	13	28276	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)		LIBACAO NATIONAL FORESTRY VOCATIONAL HIGH SCHOOL
15	Teacher I	OSEC-DECSB-TCH1-420032-2014	11	23877	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)		FATHER JULIAN C. RAGO MEMORIAL NATIONAL HIGH SCHOOL
16	Administrative Assistant III	OSEC-DECSB-ADAS3-420023-2017	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility	*Records/Files *Personnel Matters *Technical/Administrative Support *Communications/Documents	Office of the Schools Division Superintendent
17	Administrative Assistant III	OSEC-DECSB-ADAS3-420031-2017	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility	*Records/Files *Personnel Matters *Technical/Administrative Support *Communications/Documents	Office of the Schools Division Superintendent
18	Administrative Assistant III	OSEC-DECSB-ADAS3-420050-2017	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility	*Financial Records and Reports *Account Tracking *Financial Transactions Recording	Office of the Schools Division Superintendent

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19	Administrative Assistant III	OSEC-DECSB-ADAS3-420071-2014	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility	*Financial Records and Reports *Account Tracking *Financial Transactions Recording	Office of the Schools Division Superintendent
20	Administrative Assistant III	OSEC-DECSB-ADAS3-420072-2014	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility	*Financial Records and Reports *Account Tracking *Financial Transactions Recording	Office of the Schools Division Superintendent
21	Administrative Assistant III	OSEC-DECSB-ADAS3-420081-2014	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility	*Financial Records and Reports *Account Tracking *Financial Transactions Recording	Office of the Schools Division Superintendent
22	Administrative Assistant III	OSEC-DECSB-ADAS3-420083-2014	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility	*Financial Records and Reports *Account Tracking *Financial Transactions Recording	Office of the Schools Division Superintendent
23	Administrative Assistant III	OSEC-DECSB-ADAS3-420026-2007	9	19593	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility	*Financial Records and Reports *Account Tracking *Financial Transactions Recording	Ochando National High School
24	Administrative Assistant II	OSEC-DECSB-ADAS2-420022-2017	8	18251	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	*Accounting Records *Accounting Reports	Office of the Schools Division Superintendent
25	Administrative Assistant II	OSEC-DECSB-ADAS2-420091-2014	8	18251	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	*Accounting Records *Accounting Reports	Office of the Schools Division Superintendent
26	Administrative Assistant I	OSEC-DECSB-ADAS1-420085-2014	7	17179	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional); First Level Eligibility	*Budget Preparation, Execution and Accountability Data and Documents	Office of the Schools Division Superintendent
27	Administrative Assistant II	OSEC-DECSB-ADAS2-8-2018	8	18251	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	*Accounting Records *Accounting Reports	Buruanga Vocational School
28	Administrative Assistant II	OSEC-DECSB-ADAS2-420028-2007	8	18251	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	*Accounting Records *Accounting Reports	Linabuan National High School
29	Administrative Assistant II	OSEC-DECSB-ADAS2-420026-2007	8	18251	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	*Accounting Records *Accounting Reports	Madalag National High School

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30	Administrative Assistant II	OSEC-DECSB-ADAS2-420020-2014	8	18251	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	*Accounting Records *Accounting Reports	New Washington National Comprehensive High School
31	Administrative Assistant II	OSEC-DECSB-ADAS2-420001-2013	8	18251	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	*Accounting Records *Accounting Reports	Tangalan National High School
32	Administrative Assistant II	OSEC-DECSB-ADAS2-420591-2016	8	18251	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	*Records/Files *Personnel Matters *Technical/Administrative Support *Communications/Documents	Division of Aklan - Senior High School
33	Public Schools District Supervisor	OSEC-DECSB-PSDS-420359-1998	22	68415	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training	Five years cumulative experience in instructional supervision and school management	Republic Act No. 1080 (Teacher)		Division of Aklan - Curriculum Implementation Division
34	School Principal II	OSEC-DECSB-SP2-420040-2010	20	56,796	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 Professional Education Units plus 6 units of Management	40 hrs. of relevant training	1 year as Principal	RA 1080 (Teacher)		Division of Aklan
35	School Principal I	OSEC-DECSB-SP1-420032-2010	19	48,313	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education Units	40 hrs. of relevant training	HT for 1 year.; or TIC for 2 years; or MT for 2 years.; or Teacher for 5 years.	RA 1080 (Teacher)		Division of Aklan
36	School Principal I	OSEC-DECSB-SP1-420059-2010	19	48,313	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education Units	40 hrs. of relevant training	HT for 1 year.; or TIC for 2 years; or MT for 2 years.; or Teacher for 5 years.	RA 1080 (Teacher)		Division of Aklan
37	School Principal I	OSEC-DECSB-SP1-420950-2010	19	48,313	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education Units	40 hrs. of relevant training	HT for 1 year.; or TIC for 2 years; or MT for 2 years.; or Teacher for 5 years.	RA 1080 (Teacher)		Division of Aklan
38	Head Teacher III	OSEC-DECSB-HTEACH3-421130-1998	16	36,628	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education units	24 hrs. of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)		Division of Aklan
39	Head Teacher II	OSEC-DECSB-HTEACH2-420137-1998	15	33,575	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 (Teacher)		Division of Aklan

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40	Head Teacher I	OSEC-DECSB-HTEACH1-420003-2004	14	30,799	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education Units	24 hrs. of relevant training	TIC for 1 year; or Teacher for 3 years.	RA 1080 (Teacher)		Division of Aklan
41	Head Teacher I	OSEC-DECSB-HTEACH1-420023-2007	14	30,799	Bachelor's degree in Elementary Education; or Bachelors degree with 18 Professional Education Units	24 hrs. of relevant training	TIC for 1 year; or Teacher for 3 years.	RA 1080 (Teacher)		Division of Aklan
42	Head Teacher IV	OSEC-DECSB-HTEACH4-420009-2009	17	39,986	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years; or MT for 2 years	RA 1080 (Teacher)		Numancia National School of Fisheries

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 **JULY 15, 2021**. 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*

Poblacion, Numancia, Aklan

[deped\\_aklan@hotmail.com](mailto:deped_aklan@hotmail.com)

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