


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: **February 26, 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	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420033-2017	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		Division of Aklan
2	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420022-2014	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		Union National High School
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420091-2014	9	19593	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	4 hours of relevant training preferably in accounting and 4 hours training on the use of computers and spreadsheet software	one (1) year relevant experience preferably on accounting activities/tasks	Career Service (Sub-Professional); First Level Eligibility		Union National High School
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420031-2017	9	19593	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	4 hours of relevant training preferably in accounting and 4 hours training on the use of computers and spreadsheet software	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
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420033-2017	9	19593	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	4 hours of relevant training preferably in accounting and 4 hours training on the use of computers and spreadsheet software	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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6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420050-2017	9	19593	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
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420071-2014	9	19593	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
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420072-2014	9	19593	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
9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420083-2014	9	19593	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
10	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420085-2014	9	19593	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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11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420088-2014	9	19593	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
12	Teacher I	OSEC-DECSB-TCH1-423611-2012	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
13	Teacher I	OSEC-DECSB-TCH1-460997-1998	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
14	Teacher I	OSEC-DECSB-TCH1-423680-2012	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
15	Teacher I	OSEC-DECSB-TCH1-461030-1998	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
16	Teacher I	OSEC-DECSB-TCH1-461339-1998	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
17	Teacher I	OSEC-DECSB-TCH1-420069-2015	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)		Division of Aklan
18	Teacher II	OSEC-DECSB-TCH2-420203-2002	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
19	Teacher II	OSEC-DECSB-TCH2-426494-1998	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
20	Teacher III	OSEC-DECSB-TCH3-421394-2016	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
21	Master Teacher I	OSEC-DECSB-MTCHR1-424165-1998	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

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22	Teacher I	OSEC-DECSB-TCH1-446704-1998	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)		Altavas National School
23	Teacher III	OSEC-DECSB-TCH3-420188-2003	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)		Altavas National School
24	School Librarian I	OSEC-DECSB-SL1-420035-1998	11	23877	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library Science	None Required	None Required	RA 1080		Batan Academy (A National School)
25	Teacher III	OSEC-DECSB-TCH3-420001-2002	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)		Buruanga Vocational School
26	Teacher I	OSEC-DECSB-TCH1-420067-2014	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)		Candelaria National High School
27	Teacher II	OSEC-DECSB-TCH2-420112-2002	12	26052	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)		Linabuan National High School
28	Teacher I	OSEC-DECSB-TCH1-424017-2018	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)		Malay National High School
29	Teacher I	OSEC-DECSB-TCH1-424018-2018	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)		Malay National High School
30	Teacher I	OSEC-DECSB-TCH1-423790-2012	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)		Maloco National High School
31	Teacher I	OSEC-DECSB-TCH1-446517-1998	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)		Maloco National High School
32	Teacher III	OSEC-DECSB-TCH3-420271-2000	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)		Naile National High School
33	Teacher I	OSEC-DECSB-TCH1-446423-1998	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)		Tangalan National High School

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34	Teacher II (Senior High School)	OSEC-DECSB-TCH2-420140-2017	12	26052	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree plus at least 6 units towards a Master's degree in the relevant strand/subject	None required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
35	Teacher II (Senior High School)	OSEC-DECSB-TCH2-420802-2016	12	26052	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience;	RA 1080 (Teacher)		Division of Aklan-Senior High School
36	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421420-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
37	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
38	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421586-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
39	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421659-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
40	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424167-2017	11	23877	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II *Appropriate to the specialization	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
41	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424177-2017	11	23877	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II *Appropriate to the specialization	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
42	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424197-2017	11	23877	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II *Appropriate to the specialization	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
43	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424207-2017	11	23877	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II *Appropriate to the specialization	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
44	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424217-2017	11	23877	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II *Appropriate to the specialization	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School

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45	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424227-2017	11	23877	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II *Appropriate to the specialization	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
46	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424477-2017	11	23877	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II *Appropriate to the specialization	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
47	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424547-2017	11	23877	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC* II *Appropriate to the specialization	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
48	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
49	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
50	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
51	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
52	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
53	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
54	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School
55	Teacher I (Senior High School)	OSEC-DECSB-TCH1-421581-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree with at least 15 units of Specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher)		Division of Aklan-Senior High School

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56	Head Teacher I	OSEC-DECSB-HTEACH1-420013-2016	14	30799	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 Professional Education Units with appropriate field of specialization	24 hrs. of relevant training	TIC for 1 year; or Teacher for 3 years.	RA 1080 (Teacher)		Kalibo Integrated Special Education Center
57	Head Teacher I	OSEC-DECSB-HTEACH1-420196-1998	14	30799	Bachelor's degree in Secondary Education; or Bachelors degree with 18 Professional Education Units with appropriate field of specialization	24 hrs. of relevant training	TIC for 1 year; or Teacher for 3 years.	RA 1080 (Teacher)		Solido National High School
58	Head Teacher III	OSEC-DECSB-HTEACH3-420013-2002	16	36628	Bachelor's degree in Secondary Education; or Bachelors degree with 18 Professional Education Units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)		Unidos National High School
59	Head Teacher III	OSEC-DECSB-HTEACH3-421068-1998	16	36628	Bachelor's degree in Secondary Education; or Bachelors degree with 18 Professional Education Units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)		Batan Academy (A National School)
60	School Principal II	OSEC-DECSB-SP2-420004-2010	20	54251	Bachelor's degree in Secondary Education; or Bachelors degree with 18 Professional Education Units plus 6 units of Management	40 hrs. of relevant training	One (1) year as Principal	RA 1080 (Teacher)		Candelaria 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 **March 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.
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.