

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: **March 2, 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	School Principal I	OSEC-DECSB-SP1-420004-2010	19	48313	Bachelor's degree in Secondary 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)		Father Julian C. Rago Memorial National High School
2	School Principal I	OSEC-DECSB-SP1-420956-2010	19	48313	Bachelor's degree in Secondary 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)		Rizal J. Rodriguez National High School
3	Teacher I	OSEC-DECSB-TCH1-420179-2006	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
4	Teacher II	OSEC-DECSB-TCH2-426634-1998	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
5	Teacher III	OSEC-DECSB-TCH3-421476-2016	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
6	Teacher III	OSEC-DECSB-TCH3-427720-1998	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
7	Teacher III	OSEC-DECSB-TCH3-420073-2003	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
8	Teacher III	OSEC-DECSB-TCH3-421428-2016	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
9	Master Teacher I	OSEC-DECSB-MTCHR1-424188-1998	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
10	Master Teacher II	OSEC-DECSB-MTCHR2-420821-1998	19		Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)		Division of Aklan

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11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420089-2014	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		New Washington National Comprehensive High School
12	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424557-2017	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
13	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424677-2017	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
14	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424687-2017	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
15	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424727-2017	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
16	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424762-2017	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
17	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424772-2017	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
18	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424872-2017	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
19	Teacher I (Senior High School)	OSEC-DECSB-TCH1-424117-2017	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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20	Teacher I	OSEC-DECSB-TCH1-461518-1998	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
21	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420045-2017	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
22	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420023-2017	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
23	Administrative Assistant II (Disbursing Officer 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		Division of Aklan - Office of the Schools Division Superintendent

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 20, 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.