

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:

  
**ROLAND B. DEMOCRITO**  
Administrative Officer V

Date: **January 8, 2024**

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 Aide III (Clerk I)	OSEC-DECSB-ADA3-420051-2004	3	14678	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional); First Level Eligibility		Batan Acedemy (A National School)
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420092-2014	9	21211	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		Bacan National High School
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420093-2014	9	21211	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		Maloco National High School
4	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420559-2016	8	19744	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 - Senior High School
5	Administrative Officer I (Supply Officer I)	OSEC-DECSB-ADOF1-420057-2004	10	23176	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		Buruanga Vocational School
6	Public Schools District Supervisor	OSEC-DECSB-PSDS-420353-1998	22	71511	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)	Leadership Competencies: Leading People, People Performance Management, People Development	Division of Aklan - Curriculum Implementation Division
7	Project Development Officer II	OSEC-DECSB-PDO2-420109-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		School Governance and Operations Division
8	Administrative Officer II	OSEC-DECSB-ADOF2-420054-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
9	Administrative Officer II	OSEC-DECSB-ADOF2-420055-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
10	Administrative Officer II	OSEC-DECSB-ADOF2-420056-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
11	Administrative Officer II	OSEC-DECSB-ADOF2-420057-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent

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12	Administrative Officer II	OSEC-DECSB-ADOF2-420058-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
13	Administrative Officer II	OSEC-DECSB-ADOF2-420059-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
14	Administrative Officer II	OSEC-DECSB-ADOF2-420060-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
15	Administrative Officer II	OSEC-DECSB-ADOF2-420061-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
16	Administrative Officer II	OSEC-DECSB-ADOF2-420062-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
17	Administrative Officer II	OSEC-DECSB-ADOF2-420063-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
18	Administrative Officer II	OSEC-DECSB-ADOF2-420064-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
19	Administrative Officer II	OSEC-DECSB-ADOF2-420065-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
20	Administrative Officer II	OSEC-DECSB-ADOF2-420066-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
21	Administrative Officer II	OSEC-DECSB-ADOF2-420067-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
22	Administrative Officer II	OSEC-DECSB-ADOF2-420068-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
23	Administrative Officer II	OSEC-DECSB-ADOF2-420069-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
24	Administrative Officer II	OSEC-DECSB-ADOF2-420070-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
25	Administrative Officer II	OSEC-DECSB-ADOF2-420071-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
26	Administrative Officer II	OSEC-DECSB-ADOF2-420072-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
27	Administrative Officer II	OSEC-DECSB-ADOF2-420073-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent

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28	Administrative Officer II	OSEC-DECSB-ADOF2-420074-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
29	Administrative Officer II	OSEC-DECSB-ADOF2-420075-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
30	Administrative Officer II	OSEC-DECSB-ADOF2-420076-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
31	Administrative Officer II	OSEC-DECSB-ADOF2-420077-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
32	Administrative Officer II	OSEC-DECSB-ADOF2-420078-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
33	Administrative Officer II	OSEC-DECSB-ADOF2-420079-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
34	Administrative Officer II	OSEC-DECSB-ADOF2-420080-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
35	Project Development Officer I	OSEC-DECSB-PDO1-420035-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
36	Project Development Officer I	OSEC-DECSB-PDO1-420036-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
37	Project Development Officer I	OSEC-DECSB-PDO1-420037-2023	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
38	Project Development Officer I	OSEC-DECSB-PDO1-420113-2016	11	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Division of Aklan - Senior High School
39	Head Teacher I	OSEC-DECSB-HTEACH1-420015-2016	14	33843	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)	Leadership Competencies: Leading People, People Performance Management, People Development	Lamberto H. Tirol National High School (formerly Boracay NHS - Yapak Ext.)
40	Head Teacher III	OSEC-DECSB-HTEACH3-421124-1998	16	39672	Bachelor's degree in Elementary Education; or Bachelor's 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)	Leadership Competencies: Leading People, People Performance Management, People Development	Division of Aklan
41	School Principal I	OSEC-DECSB-SP1-420071-2010	19	51357	Bachelor's degree in Elementary Education; or Bachelor's 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)	Leadership Competencies: Leading People, People Performance Management, People Development	Division of Aklan
42	Head Teacher III	OSEC-DECSB-HTEACH3-421327-1998	16	39672	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	HT for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)	Leadership Competencies: Leading People, People Performance Management, People Development	Malinao School for Philippine Craftsmen

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43	School Principal III	OSEC-DECSB-SP3-420006-2010	21	63997	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management	40 hrs. of relevant training	2 years as Principal	RA 1080 (Teacher)	Leadership Competencies: Leading People, People Performance Management, People	Linabuan National High School
44	Teacher I	OSEC-DECSB-TCH1-420021-2017	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)	Career Stage 1 or Beginning Teachers based on PPST	Division of Aklan
45	Teacher I	OSEC-DECSB-TCH1-423601-2012	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)	Career Stage 1 or Beginning Teachers based on PPST	Division of Aklan
46	Teacher I	OSEC-DECSB-TCH1-461258-1998	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)	Career Stage 1 or Beginning Teachers based on PPST	Division of Aklan
47	Teacher I	OSEC-DECSB-TCH1-464478-1998	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	None required	RA 1080 (Teacher)	Career Stage 1 or Beginning Teachers based on PPST	Division of Aklan
48	Teacher II	OSEC-DECSB-TCH2-426512-1998	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)	Career Stage 2 or Proficient Teachers based on PPST	Division of Aklan
49	Teacher II	OSEC-DECSB-TCH2-420152-2021	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 Professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)	Career Stage 2 or Proficient Teachers based on PPST	Division of Aklan

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than 5:00 PM of JANUARY 19, 2024.**

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. Other documents as may be required by DepEd.

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

**FELICIANO C. BUENAFE JR. CESO VI**

*Schools Division Superintendent*

Poblacion, Numancia, Aklan

[application.depedaklan@gmail.com](mailto:application.depedaklan@gmail.com)

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