

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 F. DEMOCRITO
Administrative Officer V

Date:

November 6, 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 VI (Clerk III)	OSEC-DECSB-ADA6-420042-2004	6	18255	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of Schools Division Superintendent
2	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-420044-2004	6	18255	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of Schools Division Superintendent
3	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-14-2018	8	20534	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		Daja Sur National High School
4	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420091-2014	8	20534	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		Office of Schools Division Superintendent
5	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420032-2017	8	20534	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		Office of Schools Division Superintendent
6	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420027-2017	8	20534	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		Office of Schools Division Superintendent
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420035-2017	8	20534	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		Office of Schools Division Superintendent
8	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420026-2017	8	20534	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		Office of Schools Division Superintendent
9	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420002-2017	8	20534	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		Office of Schools Division Superintendent

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
10	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420595-2016	8	20534	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
11	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420604-2016	8	20534	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
12	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420597-2016	8	20534	Completion of two years 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
13	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420583-2016	8	20534	Completion of two years 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
14	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420596-2016	8	20534	Completion of two years 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
15	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420035-2017	9	22219	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		Office of Schools Division Superintendent
16	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420050-2017	9	22219	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		Office of Schools Division Superintendent
17	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-420048-2004	1	13000	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Division of Aklan
18	Head Teacher I	OSEC-DECSB-HTEACH1-420192-1998	14	35434	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	Dr. Ramon B. Legaspi, Sr. National High School
19	Head Teacher I	OSEC-DECSB-HTEACH1-420003-2016	14	35434	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	Agtughangin Integrated School
20	Head Teacher I	OSEC-DECSB-HTEACH1-420026-2007	14	35434	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	Ciriaco L. Icamina National High School
21	Head Teacher I	OSEC-DECSB-HTEACH1-420015-2009	14	35434	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	Aklan National High School for Arts and Trades

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
22	Head Teacher I	OSEC-DECSB-HTEACH1-420029-2007	14	35434	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	Justicia Morales-Young National High School
23	Head Teacher I	OSEC-DECSB-HTEACH1-420035-2009	14	35434	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	Catalino M. Prado National High School
24	School Principal I	OSEC-DECSB-SP1-420058-2010	19	53873	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
25	School Principal I	OSEC-DECSB-SP1-420017-2010	19	53873	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
26	Master Teacher II	OSEC-DECSB-MTCHR2-420869-1998	19	53873	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)	Career Stage 4 or Distinguished Teachers based on PPST	Division of Aklan
27	Teacher III	OSEC-DECSB-TCH3-420077-2003	13	32870	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)	Career Stage 2 or Proficient Teachers based on PPST	CIRIACO L. ICAMINA NATIONAL HIGH SCHOOL

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 NOVEMBER 20, 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 .
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.