

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:


MARILYN J. BEREBER
Administrative Officer IV

Date: **February 28, 2025**

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	Teacher I	OSEC-DECSB-TCH1-461113-1998	11	30024	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
2	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420625-2016	8	21448	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
3	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420617-2016	8	21448	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
4	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420620-2016	8	21448	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
5	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420008-2017	8	21448	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		Office of the Schools Division Superintendent
6	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420009-2017	8	21448	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		Office of the Schools Division Superintendent
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420002-2017	8	21448	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		Office of the Schools Division Superintendent
8	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420021-2017	8	21448	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		Guadalupe National High School
9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420034-2017	9	23226	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		Office of the Schools Division Superintendent
10	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420089-2014	9	23226	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		New Washington National Comprehensive High School
11	Project Development Officer I	OSEC-DECSB-PDO1-420036-2023	11	30024	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
12	Head Teacher VI	OSEC-DECSB-HTEACH6-420001-2003	19	56390	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 5 years; or MT for 4 years	RA 1080 (Teacher)	Leadership Competencies: Leading People, People Performance Management, People Development	Buruanga Vocational School

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13	School Principal I	OSEC-DECSB-SP1-420005-2010	19	56390	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)	Leadership Competencies: Leading People, People Performance Management, People Development	Lilo-an National High School
14	School Principal I	OSEC-DECSB-SP1-420065-2010	19	56390	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
15	School Principal II	OSEC-DECSB-SP2-420025-2010	20	62967	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)	Leadership Competencies: Leading People, People Performance Management, People Development	Division of Aklan
16	School Principal II	OSEC-DECSB-SP2-420346-2010	20	62967	Bachelor's degree in Secondary 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)	Leadership Competencies: Leading People, People Performance Management, People Development	Tangalan National High School
17	Education Program Supervisor	OSEC-DECSB-EPSVR-420039-2010	22	78162	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)	Leadership Competencies: Leading People, People Performance Management, People Development	Division of Aklan - Curriculum Implementation Division
18	Head Teacher I	OSEC-DECSB-HTEACH1-420013-2016	14	37024	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	Kalibo Integrated Special Education Center
19	Head Teacher I	OSEC-DECSB-HTEACH1-420036-2009	14	37024	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	Anselmo Legaspi National High School
20	Head Teacher I	OSEC-DECSB-HTEACH1-420206-1998	14	37024	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 Professional Education Units	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	Division of Aklan
21	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-420047-2004	1	14061	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)		Office of Schools Division Superintendent

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 March 12, 2025.**

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

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- 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.