


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: **AUGUST 4, 2020**

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 Officer II	OSEC-DECSB-ADOF2-420001-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
2	Administrative Officer II	OSEC-DECSB-ADOF2-420002-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
3	Administrative Officer II	OSEC-DECSB-ADOF2-420003-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
4	Administrative Officer II	OSEC-DECSB-ADOF2-420004-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
5	Administrative Officer II	OSEC-DECSB-ADOF2-420005-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
6	Administrative Officer II	OSEC-DECSB-ADOF2-420006-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
7	Administrative Officer II	OSEC-DECSB-ADOF2-420007-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
8	Administrative Officer II	OSEC-DECSB-ADOF2-420008-2020	11	22316	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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9	Administrative Officer II	OSEC-DECSB-ADOF2-420009-2020	11	22316	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-ADOF2-420010-2020	11	22316	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-ADOF2-420011-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
12	Administrative Officer II	OSEC-DECSB-ADOF2-420012-2020	11	22316	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-ADOF2-420013-2020	11	22316	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-ADOF2-420014-2020	11	22316	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-ADOF2-420015-2020	11	22316	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-ADOF2-420016-2020	11	22316	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-ADOF2-420017-2020	11	22316	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-ADOF2-420018-2020	11	22316	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-ADOF2-420019-2020	11	22316	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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20	Administrative Officer II	OSEC-DECSB-ADOF2-420020-2020	11	22316	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-ADOF2-420021-2020	11	22316	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-ADOF2-420022-2020	11	22316	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-ADOF2-420023-2020	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Schools Division Superintendent
24	Teacher I	OSEC-DECSB-TCH1-420007-2015	11	22316	Bachelor's degree in Elementary Education or Bachelor's degree with 18 Professional Education units	None required	None required	RA 1080 LET/PBET		Division of Aklan
25	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420574-2016	8	17505	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

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 **AUGUST 24, 2020**. 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.