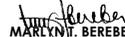


Republic of the Philippines  
**Department of Education-Division of Aklan**  
Request for Publication of Vacant Positions

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:

  
**MARK ANTHONY B. BERBER**  
Administrative Officer IV

Date: **October 2, 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	Administrative Officer IV	OSEC-DECSB-ADOF4-420051-2014	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Office of the Schools Division Superintendent
2	Attorney III	OSEC-DECSB-ATY3-420011-2014	21	70013	Bachelor of Law or Juris Doctor	4 hours of relevant training	One (1) year relevant experience	RA 1080, as amended (Attorney)		Office of the Schools Division Superintendent
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420269-2014	9	23226	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	Four (4) hours of relevant training	one (1) year relevant experience	Career Service (Sub-Professional); First Level Eligibility		Office of the 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 OCTOBER 13, 2025**.

1. Letter of intent addressed to the Head of Office, or to the highest human resource officer;
2. Duly accomplished PDS (**CS Form No. 212, Revised 2017**) with Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of valid and updated PRC License/ID 1, if applicable;
4. Photocopy of Certificate of Eligibility /Rating2, if applicable;
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
6. Photocopy of Certificate/ s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
11. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - a. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - b. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(f) is not relevant to the position to be filled, if applicable.

**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.**