

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:


MARLYN T. BEREBER
Administrative Officer IV

Date: **December 11, 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	Project Development Officer II	OSEC-DECSB-PDO2-420109-2014	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		School Governance and Operations Division

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 DECEMBER 22, 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 2025**) with Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Photocopy of valid and updated PRC License/ID 1, if applicable;
4. Photocopy of Certificate of Eligibility /Rating, 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 (MOV)s 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(i) 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.