


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 9, 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 Aide III (Clerk I)	OSEC-DECSB-ADA3-420054-2004	3	15852	Completion of 2 years of studies in college (prior to 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-Professional); First Level Eligibility		Buruanga Vocational School
2	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-420057-2004	4	16833	Completion of 2 years of studies in college (prior to 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-Professional); First Level Eligibility		Altavas National School
3	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-420158-2014	6	18957	Completion of 2 years of studies in college (prior to 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-Professional); First Level Eligibility		Office of the Schools Division Superintendent
4	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-420159-2014	6	18957	Completion of 2 years of studies in college (prior to 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-Professional); First Level Eligibility		Office of the Schools Division Superintendent
5	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-11-2018	8	21448	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		Camaligan National High School
6	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-46-2018	8	21448	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		Makato Integrated School
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420030-2007	8	21448	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		Ochando National High School
8	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-30-2018	8	21448	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		Ochando National High School
9	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420103-2004	8	21448	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		Batan Academy (A National School)

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10	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-5-2018	8	21448	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		BAY-ANG MAGPAG-ONG National High School
11	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420003-2011	8	21448	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		Boracay National High School
12	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-12-2018	8	21448	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		Camanci National High School
13	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-7-2018	8	21448	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		Ciriaco L. Icamina National High School
14	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420013-2017	8	21448	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
15	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420031-2017	8	21448	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
16	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420007-2017	8	21448	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
17	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420018-2017	8	21448	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
18	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420022-2017	8	21448	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
19	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420001-2017	8	21448	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
20	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420002-2017	8	21448	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
21	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-19-2018	8	21448	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		Linabuan National High School

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22	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-420024-2014	8	21448	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		Maloco National High School
23	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-24-2018	8	21448	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		Naile National High School
24	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-27-2018	8	21448	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		Navitas National High School
25	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-32-2018	8	21448	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		Panayakan National High School
26	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420563-2016	8	21448	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		Division of Aklan - Senior High School
27	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420566-2016	8	21448	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		Division of Aklan - Senior High School
28	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420601-2016	8	21448	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		Division of Aklan - Senior High School
29	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420608-2016	8	21448	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		Division of Aklan - Senior High School
30	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420618-2016	8	21448	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		Division of Aklan - Senior High School
31	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420593-2016	8	21448	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		Division of Aklan - Senior High School
32	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420554-2016	8	21448	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		Division of Aklan - Senior High School
33	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420607-2016	8	21448	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		Division of Aklan - Senior High School

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34	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420575-2016	8	21448	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		Division of Aklan - Senior High School
35	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420603-2016	8	21448	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		Division of Aklan - Senior High School
36	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420571-2016	8	21448	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		Division of Aklan - Senior High School
37	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420610-2016	8	21448	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		Division of Aklan - Senior High School
38	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420590-2016	8	21448	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		Division of Aklan - Senior High School
39	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420589-2016	8	21448	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		Division of Aklan - Senior High School
40	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420581-2016	8	21448	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		Division of Aklan - Senior High School
41	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420619-2016	8	21448	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		Division of Aklan - Senior High School
42	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420609-2016	8	21448	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		Division of Aklan - Senior High School
43	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420576-2016	8	21448	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		Division of Aklan - Senior High School
44	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-420594-2016	8	21448	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		Division of Aklan - Senior High School
45	Administrative Assistant II (Disbursing Officer III)	OSEC-DECSB-ADAS2-420001-2013	8	21448	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		Tangalan National High School

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
46	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-38-2018	8	21448	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		Toledo National High School
47	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-40-2018	8	21448	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		Unidos National High School
48	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-41-2018	8	21448	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		Union National High School
49	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-1-2018	8	21448	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		Altavas National School
50	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420040-2017	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		Guadalupe National High School
51	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420021-2007	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		Candelaria National High School
52	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420022-2007	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		Madalag National High School
53	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420023-2007	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		Malay National High School
54	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420002-2011	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		Numancia Integrated School
55	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420045-2017	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
56	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-21-2018	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
57	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420041-2017	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

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58	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420033-2017	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
59	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420078-2014	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
60	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420054-2017	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
61	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420037-2017	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
62	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-13-2018	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
63	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-420087-2014	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
64	Administrative Officer II	OSEC-DECSB-ADOF2-420016-2020	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
65	Administrative Officer II	OSEC-DECSB-ADOF2-420066-2023	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
66	Administrative Officer II	OSEC-DECSB-ADOF2-420266-2024	11	30024	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Division of Aklan
67	Administrative Officer II	OSEC-DECSB-ADOF2-420269-2024	11	30024	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Division of Aklan

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;

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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(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.