

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 12, 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 II (Elementary)	OSEC-DECSB-TCH2-420366-2012	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	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 Voter's ID and/or any proof of residency;
4. Photocopy of valid and updated PRC License/ID;
5. Photocopy of Certificate of Eligibility /Rating;
6. 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;
7. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
8. Photocopy of latest appointment, (for those applying for promotion);
9. Photocopy of Certificate/ s of relevant specialized trainings or professional development programs, if any;
10. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
11. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd Order No. 20, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
12. 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-1), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
13. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators. (for Teaching Positions)
14. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to (for School Administration):
 - 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.