



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 3, 2026

DIVISION MEMORANDUM

No. 430 ,s. 2026

**SUBMISSION OF APPLICATION FOR VARIOUS SCHOOL ADMINISTRATION,
RELATED TEACHING AND NON-TEACHING VACANT POSITIONS**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Pursuant to **DepEd Order No. 19, s. 2022** titled “*The Department of Education Merit Selection Plan*”, **DepEd Order No. 007, s. 2023** titled “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*”, **DepEd Order No. 021, s. 2024** titled “*Amendments to DepEd Order No. 007, s. 2023*”, **this Office announces the submission of application for vacant School Administration, Related Teaching and Non-Teaching positions listed in Enclosure No. 1.**
2. **Espousing the principles of merit, fitness, and equal opportunity, all interested applicants regardless of age, gender, civil status, disability, ethnicity, social status, religion, and political affiliation** are advised to submit their intent to apply **not later than August 13, 2026 (Thursday), until 5:00 p.m. only.**
3. Interested applicants are required to **apply online and encode relevant information** using the link <https://madasigv3.depedaklan.online/application>. Once the application is successfully submitted, a confirmation message will be received which indicates the application number that will serve as the **application code**. Applicants are advised to print the generated application code and attach to the hard copy of documents and submit to the Division Office c/o Records Unit **not later than August 14, 2026**. The unique application code per position will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to ensure objectivity and integrity of the process.
4. All applicants must submit **only one (1) hard copy using white folder** containing the application letter, generated application code per position and complete documentary requirements which must be arranged and properly labeled with dog-ears/side tabbing. Applicants who failed to submit complete documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline.** The following are the documents to be submitted:
 - a. **Letter of intent addressed to the Schools Division Superintendent;**
 - b. **Duly accomplished PDS (CS Form No. 212, Revised 2026) with Work Experience Sheet;**
 - c. **Photocopy of CSC Certificate of Eligibility or valid PRC License/ID, if applicable**
 - d. **Photocopy of PBET/LET/LEPT Rating, if applicable;**
 - e. **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;**
 - f. **Photocopy of Certificate/s of Training acquired within the last 5 years or after the latest promotion, if applicable;**
 - g. **Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;**
 - h. **Photocopy of latest appointment, if applicable;**
 - i. **Photocopy of NQESH/NASH Result for School Principal applicants;**
 - j. **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; and**



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

Website: <http://www.depedaklan.online>

Email Address: aklan.1958@deped.gov.ph



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- k. **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, notarized by authorized official.**
 - l. **Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:**
 - i. **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**
 - ii. **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.**
5. For additional information, applicants may also download and review the relevant enclosures of DepEd Order No. 007, s. 2023 for a more comprehensive guide on the criteria:
- a) **Enclosure no. 3 Criteria and Point System for Hiring and Promotion to School Administration Positions**
 - b) **Enclosure no. 4 Criteria and Point System for Hiring and Promotion to Related-Teaching Positions**
 - c) **Enclosure no. 5 Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**
6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
7. Qualified applicants will be notified to undergo the interview, open ranking and other evaluative assessments through their registered email address and/or official announcement posted on the SDO Aklan Facebook page.
8. A Sub-Committee in the District will be designated to assist the HRMPSB in the recruitment process to fast track the posting of Comparative Assessment Result.
9. Expenses of the HRMPSB/Sub-Committee in the District relative to the evaluation of documents, deliberation and preparation of Comparative Assessment Result (CAR) and other related activities, shall be charged against the local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Reference: As stated
Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

HIRING

POLICY

RECRUITMENT

RFD/mtb



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Enclosure No. 1 to Division Memorandum No. **430** , s. 2026

Office/School Assignment	Position/Salary Grade/Monthly Salary	Education	Training	Experience	Eligibility
Elementary Schools (85 items)	Administrative Officer II SG-11/ 31705	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility
Junior High Schools (16 items) Aklan National High School for Arts and Trades Altavas National School Batan Academy (A National School) Baybay-Alibagon Integrated School Buruanga Vocational School Camanci National High School Catmon Integrated School Libacao National Forestry Vocational High School Lilo-an National High School Malinao School for Philippine Craftsmen Naile National High School Navitas National High School New Washington National Comprehensive High School Ondoy National High School Petronilo C. Ibadlit National High school Solido National High School	Administrative Officer II SG-11/ 31705	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility
Elementary Schools (9 items)	Project Development Officer I SG-11/ 31705	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility
Senior High School (Youth Formation Coordinator) (1 item)	Project Development Officer I SG-11/ 31705	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility
Secondary Schools (36 items) Agtughangin Integrated School Aguinaldo T. Repiedad Sr. Integrated School Aklan National High School for Arts and Trades Altavas National School Bacan National High School Balete Integrated School Batan Academy (A National School) Buruanga Vocational School Camaligan National High School Catalino M. Prado National High School Dr. Ramon B. Legaspi, Sr. National High School Guadalupe National High School Habana Integrated School Ibajay Integrated School Kalibo Integrated Special Education Center Kinalangay Viejo Integrated School Lezo Integrated School Libacao National Forestry Vocational High School Linayasan National High School	Project Development Officer I SG-11/ 31705	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility





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Loctuga National High School Loreto N. Nedic National High School Madalag National High School Makato Integrated School Malay National High School Malinao School for Philippine Craftsmen Naile National High School Naisud National High School New Washington National Comprehensive High School Numancia Integrated School Numancia National School of Fisheries Tamalagon Integrated School Tangalan National High School Toledo National High School Torralba National High School Unidos National High School Union National High School					
Division of Aklan - Curriculum Implementation Division (1 item)	Public Schools District Supervisor SG-22/ 81,796	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training	Five years cumulative experience in instructional supervision and school management	Republic Act No. 1080 (Teacher)
Elementary Schools (5 items)	School Principal III SG-21/ 73,303	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080, as amended (Teacher)
Junior High Schools (2 items) Linabuan National High School Numancia National School of Fisheries	School Principal III SG-21/ 73,303	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080, as amended (Teacher)



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Elementary Schools (4 items)	School Principal II SG-20/ 66,052	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)
Junior High Schools (1 item) Tangalan National High School	School Principal II SG-20/ 66,052	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)
Elementary Schools (53 items)	School Principal I SG-19/ 59,153	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)
Junior High Schools (30 items) Agtughangin Integrated School Alfonso XII National High School Anselmo B. Legaspi National High School Buruanga National High School Calizo National High School Camanci National High School Catmon Integrated School Ciriaco L. Icamina, Sr. National High School Don Edecio S. Venturanza Integrated School Habana Integrated School Ipil Integrated School Jawili Integrated School Jose Feliciano MeÑez Memorial National High School Justicia Morales-Young National High School Kinalangay Viejo Integrated School Lamberto H. Tirol National High School Loctuga National High School Loreto N. Nedic National High School	School Principal I SG-19/ 59,153	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)





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Lupo National High School Ma. Cristina Integrated School Mambuquiao Integrated School Mandong Integrated School Mangan National High School Manocmanoc National High School Monlaque National High School Navitas National High School Panayakan National High School Rosario National High School Sofronio R. Palabrica Sr. National High School Tagororoc Integrated School					
Elementary Schools (2 items)	Administrative Aide I SG-1/ 14,634	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)
Altavas National School (1 item)	Security Guard I SG-3/ 16,486	High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016)	None required	None required	Security Guard License (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. IV)

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment:			
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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.