

Republic of the Philippines  
**DAVAO ORIENTAL STATE COLLEGE OF SCIENCE AND TECHNOLOGY**  
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 DAVAO ORIENTAL STATE COLLEGE OF SCIENCE AND TECHNOLOGY in the CSC website:

**CATHARINE G. CABALLERO, PhD**  
**HRMO**

Date: January 6, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Clerk II)	DOSCSTB-ADA4-126- 2022	4	15586.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility		DOrSU - Extension Campus
2	Administrative Aide IV (Clerk II)	DOSCSTB-ADA4-127- 2022	4	15586.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility		DOrSU - Extension Campus

3	Administrative Aide IV (Clerk II)	DOSCSTB-ADA4-128-2022	4	15586.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
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This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. 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 **January 19, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ROY G. PONCE, Ed.D.**

SUC President

Davao Oriental State University

[dorsuhrmo.rspapp@gmail.com](mailto:dorsuhrmo.rspapp@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**