

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 VI (Clerk III)	DOSCSTB- ADA6-90-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Office of the University President
2	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-91-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Office of the University Board Secretary
3	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-92-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Information and Communication Technology Unit

4	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-93-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Public Information Office
5	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-94-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Internal Audit Unit
6	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-95-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Legal Unit
7	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-96-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Planning Unit
8	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-97-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Project Management Unit

9	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-98-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Quality Assurance Office
10	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-99-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Office of the University Vice-President
11	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-100-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Office of the University Vice-President
12	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-101-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Cashiers Office
13	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-102-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Human Resource Management Office

14	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-103-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Procurement Unit
15	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-104-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Records Unit
16	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-105-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Records Unit
17	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-106-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Supply and Property Unit
18	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-107-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Accounting Office

19	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-108-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Budget Office
20	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-109-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - budget Office
21	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-110-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU
22	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-111-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
23	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-112-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus

24	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-113-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
25	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-114-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
26	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-115-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
27	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-116-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
28	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-117-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus

29	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-118-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
30	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-119-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
31	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-120-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
32	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-121-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
33	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-122-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus

34	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-123-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
35	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-124-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
36	ADMINISTRATIVE AIDE VI (Clerk III)	DOSCSTB- ADA6-125-2022	6	17553.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus

This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with divers 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.