

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 13, 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 OFFICER I	DOSCSTB-ADOF1-56-2022	10	23176.00	Bachelor's Degree relevant to the job#	None Required	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - General Services Unit
2	ADMINISTRATIVE OFFICER I	DOSCSTB-ADOF1-57-2022	10	23176.00	Bachelor's Degree relevant to the job#	None Required	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - Procurement Unit

3	ADMINISTRATIVE OFFICER I (Records Officer I)	DOSCSTB-ADOF1-58-2022	10	23176.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - Records Unit
4	ADMINISTRATIVE OFFICER I (Records Officer I)	DOSCSTB-ADOF1-59-2022	10	23176.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
5	ADMINISTRATIVE OFFICER I (Records Officer I)	DOSCSTB-ADOF1-60-2022	10	23176.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
6	ADMINISTRATIVE OFFICER I (Records Officer I)	DOSCSTB-ADOF1-61-2022	10	23176.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus

7	ADMINISTRATIVE OFFICER I (Supply Officer I)	DOSCSTB-ADOF1-62-2022	10	23176.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
8	ADMINISTRATIVE OFFICER I (Supply Officer I)	DOSCSTB-ADOF1-63-2022	10	23176.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
9	ADMINISTRATIVE OFFICER I (Supply Officer I)	DOSCSTB-ADOF1-64-2022	10	23176.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second 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 23, 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.