

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:

LEALYN M. GUMBAN, MEdEd

HRMO

Date: January 17, 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	Board Secretary V *	DOSCSTB-BS5-22-2022	24	90078.00	Bachelor's Degree	24 hours of relevat training	4 years of relevant experience	Career Service Professional Second Level Eligibility		DOrSU - Office of the University Board Secretary
2	Board Secretary I	DOSCSTB-BS1-23-2022	14	33843.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service Professional Second Level Eligibility		DOrSU - Office of the University Board Secretary

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 26, 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.