

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, MExEd
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	Chief Administrative Officer	DOSCSTB-CADOF-21- 2022	24	90078.00	Master's Degree or Certificate in Leadership and management from CSC##	40 hours of supervisory/man agement learning and development intervention undertaken within the last 5 years##	4 years of supervisory/man agement experience##	Career Service (Professional) Second Level Eligibility		DOrSU - Finance Division
2	Supervising Administrative Officer	DOSCSTB-SADOF-1- 2022	22	71511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Finance Division

3	Supervising Administrative Officer	DOSCSTB-SADOF-2-2022	22	71511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Administrative Division
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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 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.