

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

HRMO

Date: January 19, 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	Accountant II	DOSCSTB-A2-129-2022	16	39672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		DOrSU - Accounting Office
2	Accountant II	DOSCSTB-A2-130-2022	16	39672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		DOrSU - Extension Campus
3	Accountant II	DOSCSTB-A2-131-2022	16	39672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		DOrSU - Extension Campus
4	Accountant II	DOSCSTB-A2-132-2022	16	39672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		DOrSU - Extension Campus
5	ADMINISTRATIVE ASSISTANT II	DOSCSTB- ADAS2-73-2022	8	19744.00	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course ***Completyion of two-year studies in college or High School Graduate with relevant vaocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 10 s. 2013 Career Service (Sub-Professional)/First Level Eligibility		DOrSU - General Services Unit

6	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)	DOSCSTB- ADAS2-74-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Human Resource Management Office
7	ADMINISTRATIVE ASSISTANT II (Human Reosurce Management Assistant)	DOSCSTB- ADAS2-75-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Human Resource Management Office
8	ADMINISTRATIVE ASSISTANT II (Property Custodian)	DOSCSTB- ADAS2-76-2022	8	19744.00	Completion of two years studies in college	4 hours or relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Supply and Property Unit
9	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	DOSCSTB- ADAS2-77-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
10	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	DOSCSTB- ADAS2-78-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
11	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	DOSCSTB- ADAS2-79-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
12	ADMINISTRATIVE ASSISTANT II (Property Custodian)	DOSCSTB- ADAS2-80-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
13	ADMINISTRATIVE ASSISTANT II (Property Custodian)	DOSCSTB- ADAS2-81-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
14	ADMINISTRATIVE ASSISTANT II (Property Custodian)	DOSCSTB- ADAS2-82-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
15	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	DOSCSTB- ADAS2-83-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus

16	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	DOSCSTB- ADAS2-84-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
17	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	DOSCSTB- ADAS2-85-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
18	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	DOSCSTB-ADAS3-66-2022	9	21129.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Accounting Office
19	ADMINISTRATIVE ASSISTANT III	DOSCSTB-ADAS3-67-2022	9	21129.00	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 10 s. 2013 Career Service (Sub-Professional)/First Level Eligibility		DOrSU -Office of the University President
20	ADMINISTRATIVE ASSISTANT III	DOSCSTB-ADAS3-68-2022	9	21129.00	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 10 s. 2013 Career Service (Sub-Professional)/First Level Eligibility		DOrSU - Office of the University Board Secretary
21	ADMINISTRATIVE ASSISTANT III	DOSCSTB-ADAS3-69-2022	9	21129.00	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 10 s. 2013 Career Service (Sub-Professional)/First Level Eligibility		DOrSU -Office of the University Vice-President
22	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	DOSCSTB-ADAS3-70-2022	9	21129.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
23	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	DOSCSTB-ADAS3-71-2022	9	21129.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
24	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	DOSCSTB-ADAS3-72-2022	9	21129.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		DOrSU - Extension Campus
25	ADMINISTRATIVE OFFICER III (Cashier II)	DOSCSTB-ADOF3-41-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Cashier's Unit

26	ADMINISTRATIVE OFFICER III	DOSCSTB-ADOF3-42-2022	14	33843.00	Bachelor's Degree relevant to the job#	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - General Services Unit
27	ADMINISTRATIVE OFFICER III	DOSCSTB-ADOF3-43-2022	14	33843.00	Bachelor's Degree relevant to the job#	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Procurement Unit
28	ADMINISTRATIVE OFFICER III (Records Officer II)	DOSCSTB-ADOF3-44-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Records Unit
29	ADMINISTRATIVE OFFICER III (Supply Officer II)	DOSCSTB-ADOF3-45-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Supply and Property Unit
30	ADMINISTRATIVE OFFICER III (Cashier II)	DOSCSTB-ADOF3-46-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
31	ADMINISTRATIVE OFFICER III (Cashier II)	DOSCSTB-ADOF3-47-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
32	ADMINISTRATIVE OFFICER III (Cashier II)	DOSCSTB-ADOF3-48-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
33	ADMINISTRATIVE OFFICER III	DOSCSTB-ADOF3-49-2022	14	33843.00	Bachelor's degree relevant to the job#	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
34	ADMINISTRATIVE OFFICER III	DOSCSTB-ADOF3-50-2022	14	33843.00	Bachelor's degree relevant to the job#	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
35	ADMINISTRATIVE OFFICER III	DOSCSTB-ADOF3-51-2022	14	33843.00	Bachelor's degree relevant to the job#	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus

36	ADMINISTRATIVE OFFICER IV (Budget Officer II)	DOSCSTB-ADOF4-31-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Budget Office
37	Administrative Officer IV	DOSCSTB-ADOF4-32-2022	15	36619.00	Bachelor's Degree relevant to the job#	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - General Services Unit
38	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	DOSCSTB-ADOF4-33-2022	15	36619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Human Resource Management Office
39	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	DOSCSTB-ADOF4-34-2022	15	36619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU- Extension Campus
40	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	DOSCSTB-ADOF4-35-2022	15	36619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU- Extension Campus
41	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	DOSCSTB-ADOF4-36-2022	15	36619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU- Extension Campus
42	ADMINISTRATIVE OFFICER IV	DOSCSTB-ADOF4-37-2022	15	36619.00	Bachelor's Degree relevant to the job#	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU
43	ADMINISTRATIVE OFFICER IV (Budget Officer II)	DOSCSTB-ADOF4-38-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU- Extension Campus
44	ADMINISTRATIVE OFFICER IV (Budget Officer II)	DOSCSTB-ADOF4-39-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU- Extension Campus
45	ADMINISTRATIVE OFFICER IV (Budget Officer II)	DOSCSTB-ADOF4-40-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU- Extension Campus

46	Administrative Officer V (Supply Officer III)	DOSCSTB-ADOF5-25-2022	18	46725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Supply and Property Unit
47	Administrative Officer V	DOSCSTB-ADOF5-26-2022	18	46725.00	Bachelor's degree relevant to the job#	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - General Services Unit
48	Administrative Officer V	DOSCSTB-ADOF5-27-2022	18	46725.00	Bachelor's degree relevant to the job#	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU
49	Administrative Officer V (Supply Officer III)	DOSCSTB-ADOF5-28-2022	18	46725.00	Bachelor's degree relevant to the job#	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
50	Administrative Officer V	DOSCSTB-ADOF5-29-2022	18	46725.00	Bachelor's degree relevant to the job#	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
51	Administrative Officer V	DOSCSTB-ADOF5-30-2022	18	46725.00	Bachelor's degree relevant to the job#	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Extension Campus
52	Internal Auditor III	DOSCSTB-IAUD3-11-2022	18	46725.00	Bachelor's Degree relevant to the job**	8 hours of relevant training**	2 years of relevant experience**	Career Service (Professional) Second Level Eligibility		DOrSU - Internal Audit Unit
53	Internal Auditor II	DOSCSTB-IAUD2-12-2022	15	36619.00	Bachelor's Degree relevant to the job**	4 hours of relevant training**	1 year relevant experience**	Career Service (Professional) Second Level Eligibility		DOrSU - Internal Audit Unit
54	Information Officer II	DOSCSTB-INFO2-18-2022	15	36619.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Public Information Office
55	Information Officer III	DOSCSTB-INFO3-17-2022	18	46725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Public Information Office

56	Information Technology Officer I	DOSCSTB-ITO1-14-2022	19	51357.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DoRSU - Information and Communications Technology Unit
57	Information Systems Analyst II	DOSCSTB-INFOSA2-15-2022	16	39672.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		DoRSU - Information and Communications Technology Unit
58	Attorney IV	DOSCSTB-ATY4-24-2022	23	80003.00	Bachelors of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		DOrSU - Legal Unit
59	Legal Assistant III	DOSCSTB-LEA3-9-2022	14	33843.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses*	8 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure*	1 year experience in Legal Work such as preparation and pleadings, legal memoranda or legal research*	Career Service (Professional) Second Level Eligibility		DOrSU -Legal Unit
60	Legal Assistant II	DOSCSTB-LEA2-10-2022	12	29165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses*	4 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure*	None Required	Career Service (Professional) Second Level Eligibility		DOrSU - Legal Unit
61	Project Development Officer III	DOSCSTB-PDO3-3-2022	18	46725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Project Development Management and Evaluation Office
62	Project Development Officer II	DOSCSTB-PDO2-4-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU - Project Development Management and Evaluation Office
63	Planning Officer III	DOSCSTB-PLO3-6-2022	18	46725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU -Planning Office
64	Planning Officer II	DOSCSTB-PLO2-7-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DOrSU -Planning Office

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 29, 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.