

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:

LEAYN M. GUMBAN
HRMO

Date: January 26, 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 Assistant I (Buyer I)	DOSCSTB-ADAS1-86-2022	7	18620.00	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 10 s. 2013 Career Service (Sub- Professional)/First Level Eligibility		DOrSU - Extension Campus
2	Administrative Assistant I (Buyer I)	DOSCSTB-ADAS1-87-2022	7	18620.00	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 10 s. 2013 Career Service (Sub- Professional)/First Level Eligibility		DOrSU - Extension Campus
3	Administrative Assistant I (Buyer I)	DOSCSTB-ADAS1-88-2022	7	18620.00	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 10 s. 2013 Career Service (Sub- Professional)/First Level Eligibility		DOrSU - Extension Campus

4	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 ***Completion of two-year studies in college or High School Graduate with 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 - General Services Unit
	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 ***Completion of two-year studies in college or High School Graduate with 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
	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 ***Completion of two-year studies in college or High School Graduate with 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
	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 ***Completion of two-year studies in college or High School Graduate with 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

	ADMINISTRATIVE OFFICER V	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
4	Administrative Assistant I (Buyer I)	DOSCSTB-ADAS1-89-2022	7	18620.00	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 10 s. 2013 Career Service (Sub-Professional)/First Level Eligibility		DOrSU - Procurement Unit

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 **February 5, 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.