



We are

Hiring



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**ADMINISTRATIVE PLANTILLA
POSITIONS**

DEADLINE FOR SUBMISSION OF APPLICATION
DOCUMENTS IS ON:

February 05, 2024



DAVAO ORIENTAL STATE UNIVERSITY

'A University of Excellence, Innovation and Inclusion'

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Grade	QUALIFICATION STANDARDS				PLACE OF ASSIGNMENT
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Administrative Officer I (Supply Officer I)	DOSCSTB-ADOF1-62-2022	10	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Banaybanay Campus
2	Administrative Officer I (Records Officer I)	DOSCSTB-ADOF1-59-2022	10	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Banaybanay Campus
3	Administrative Aide VI (Clerk III)	DOSCSTB-ADA6-93-2022	6	Completion of two years studies in college	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility	Main Campus
4	Administrative Aide VI (Clerk III)	DOSCSTB-ADA6-124-2022	6	Completion of two years studies in college	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility	Cateel Campus
5	Administrative Aide VI (Clerk III)	DOSCSTB-ADA6-119-2022	6	Completion of two years studies in college	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility	Banaybanay Campus
6	Administrative Aide IV (Clerk II)	DOSCSTB-ADA4-127-2022	4	Completion of two years studies in college	None Required	None Required	Relevant MC 10 s. 2013 Career Service (Sub-Professional)/First Level Eligibility	Cateel Campus

How to Apply ?



Applicants are required to submit an **Application Letter** stating the **Plantilla Item Number** they are applying for.

The letter should be attached along with the following documents:

- Resume`
- Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, revised 2017) which can be downloaded at www.csc.gov.ph
- Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph
- Photocopy of Transcript of Records
- Photocopy of Diploma
- Photocopy of Certificate of Eligibility/Rating/License
- Photocopy of Certificates of Training (as listed in the PDS)
- Photocopy of Performance rating in the last rating period (if applicable)

Please note that applicants must submit a **one (1) complete set of application documents** in HARDCOPY addressed to:

DR. ROY G. PONCE
SUC President III
Davao Oriental State University
Guang-guang, Dahican, City of Mati Davao Oriental

Additionally, applicants may also send thru email (dorsuhrmo.rspapp@gmail.com) but is still required to hand in or send thru courier services a hardcopy of their application documents.

Deadline of Submission : February 05, 2024

DOrSU 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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED