



**NINE (9)  
ADMINISTRATIVE**

**PLANTILLA POSITIONS**

**DEADLINE OF SUBMISSION:  
MARCH 11, 2024**



# DAVAO ORIENTAL STATE UNIVERSITY

## Human Resource Development Services

No.	Position Title	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment	
					Education	Training	Experience		
1	ADMINISTRATIVE OFFICER II	DOSCSTB-ADOF2-2-2005	11	27000.00	Bachelor's Degree relevant to the job#	None Required	None Required	Career Service (Professional) Second Level Eligibility	DORSU - HUMAN RESOURCE DEVELOPMENT SERVICES
2	ADMINISTRATIVE OFFICER II	DOSCSTB-ADOF2-3-2005	11	27000.00	Bachelor's Degree relevant to the job#	None Required	None Required	Career Service (Professional) Second Level Eligibility	DORSU - BUDGET OFFICE
3	ADMINISTRATIVE OFFICER II	DOSCSTB-ADOF2-31-2004	11	27000.00	Bachelor's Degree relevant to the job#	None Required	None Required	Career Service (Professional) Second Level Eligibility	DORSU - CASHIER'S OFFICE
4	GUIDANCE COUNSELOR I	DOSCSTB-GUIDC1-2-1998	11	27000.00	Master's Degree in Guidance and Counseling **	None Required	None Required	RA 1080 (Guidance Counselor)**	DORSU - OFFICE OF STUDENT COUNSELING AND DEVELOPMENT
5	ADMINISTRATIVE OFFICER I	DOSCSTB-ADOF1-33-2004	10	23176.00	Bachelor's Degree relevant to the job#	None Required	None Required	Career Service (Professional) Second Level Eligibility	DORSU
6	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 relevant experience	Career Service (Sub-Professional) First Level Eligibility	DORSU - SAN ISIDRO CAMPUS
7	ADMINISTRATIVE AIDE VI	DOSCSTB-ADA6-44-2004	6	17553.00	*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
8	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 BOARD SECRETARY
9	ADMINISTRATIVE ASSISTANT 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 - CATEEL CAMPUS



[dorsuhrmo.rspapp@gmail.com](mailto:dorsuhrmo.rspapp@gmail.com)



(087) 388 4683








Davao Oriental State University - Human Resource Development Services



# 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](http://www.csc.gov.ph)
-  **Work Experience Sheet (WES)**
-  **Photocopy of Transcript of Records and Diploma**
-  **Photocopy of Certificate of Eligibility / License**
-  **Photocopy of Certificate of Training (as listed in the PDS)**
-  **Photocopy of Performance rating in the last rating period (if applicable)**

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.

Please note that applicants must submit **ONE (1) COMPLETE SET OF APPLICATION DOCUMENTS** fastened in a long brown folder with tabbing 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 are **REQUIRED** to fill out the Applicant Information Form through this google link:  
<http://tinyurl.com/3awmkd2m>

Further, applicants may also send through email ([dorsuhrmo.rspapp@gmail.com](mailto:dorsuhrmo.rspapp@gmail.com)) but are still required to hand in or send through courier services a hard copy of their application documents.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

# APPLY NOW!