



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Villa de Bacolor, Pampanga

REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Guidance Counselor I**
OFFICE : Guidance Office
SALARY GRADE : 11
ITEM NUMBER : GUIDC1-91-2015

QUALIFICATION STANDARDS

Education : Master's Degree in Guidance and Counseling
Training : None Required
Experience : None Required
Eligibility : RA 1080 (Guidance Counselor)

DUTIES AND RESPONSIBILITIES:

1. Conduct individual and group counseling as well as career counseling.
2. Confer with parents, teachers, deans and other members of the DHVSU community regarding the students' personal and psycho-emotional well-being.
3. Determine the causes of students' absenteeism, dropouts, failures and others.
4. Give individual testing of students and interpret standardized test scores/results.
5. Maintain the confidentiality of student information and records
6. Conduct career and education planning activities
7. Assist in crafting the short and long term Guidance and Testing Development Plan
8. Participate in various professional growth activities.
9. Perform other related duties as may be assigned from time to time.

Interested applicants are required to submit the following at the Administrative Services Office, DHVSU Bacolor, Pampanga or thru our official email address at adhvcat@yahoo.com:

- 1. Formal application letter to the University President**
- 2. Detailed Curriculum Vitae, signed under oath**
- 3. Certified True Copy of documents in support of the data stated in the curriculum vitae.**



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REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Guidance Counselor I**
OFFICE : Guidance Office
SALARY GRADE : 11
ITEM NUMBER : GUIDC1-117-2017

QUALIFICATION STANDARDS

Education : Master's Degree in Guidance and Counseling
Training : None Required
Experience : None Required
Eligibility : RA 1080 (Guidance Counselor)

DUTIES AND RESPONSIBILITIES:

1. Conduct individual and group counseling as well as career counseling.
2. Confer with parents, teachers, deans and other members of the DHVSU community regarding the students' personal and psycho-emotional well-being.
3. Determine the causes of students' absenteeism, dropouts, failures and others.
4. Give individual testing of students and interprets standardized test scores/results.
5. Maintain the confidentiality of student information and records
6. Conduct career and education planning activities
7. Assist in crafting the short term and long term Guidance and Testing Development Plan
8. Participate in various professional growth activities.
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REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **College Librarian I**
OFFICE : University Library
SALARY GRADE : 13
ITEM NUMBER : CL1-2-2011
QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Library Science or
: Information Science or Bachelor of Science
: in Education / Arts Major in Library Science
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Librarian)

DUTIES AND RESPONSIBILITIES:

1. Catalog and classify library resources.
2. Conduct orientation to new students and teachers.
3. Assist patron in the use of library resources.
4. Promote library resources to clientele.
5. Shelf read and clean the library resources.
6. Prepare library documents.
7. Provide research assistance to faculty and students.
8. Conduct year-end inventory of library resources.
9. Perform other related duties as may be assigned from time to time.

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REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Administrative Assistant II**
OFFICE : Human Resource Development
Administrative Services Office
SALARY GRADE : 8-1
ITEM NUMBER : ADAS2-11-2004

QUALIFICATION STANDARD

EDUCATION : Completion of two-year studies in College or High School Graduate
TRAINING : 4 hours relevant training
EXPERIENCE : 1 year of relevant experience
ELIGIBILITY : Career Service Professional (Sub Professional)/
First Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Regularly conduct Training Needs Analysis to identify the training needs of employees.
2. Create, design and facilitate mandatory development and organizational change training for new and existing DHVSU personnel.
3. Undertake evaluation of all Learning and Development (L&D) interventions like mentoring, coaching and others.
4. Assist the HRMO in complying with the requirements of PRIME HRM.
5. Spearhead the semi-annual orientation of newly hired faculty and non-teaching personnel.
6. Recommend to the HRMO, various activities that will promote the personal and professional growth of all employees.
7. Research on the latest trends and methods in conducting various kinds of training.
8. Perform other related duties as may be assigned from time to time.

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REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Administrative Aide VI**
OFFICE : Office of the Administration and Finance
SALARY GRADE : 6
ITEM NUMBER : ADA6-17-2010

QUALIFICATION STANDARD

EDUCATION : Completion of two-year studies in College or High School Graduate
TRAINING : 4 hours of relevant training
EXPERIENCE : 1 year of relevant experience
ELIGIBILITY : Career Service Professional (Sub Professional)/ First Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Offer a friendly and professional reception to people who come into the office.
2. Manage files and other records in the office.
3. Serve as liaison for incoming and outgoing phone and mail correspondence.
4. Schedule appointments and take notes during meetings.
5. Type various communications.
6. Receive, sort, file and release communications and other documents.
7. Perform other related duties as may be assigned from time to time.

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REGION : III

AGENCY : Don Honorio Ventura State University

POSITION TITLE : **SUPERVISING ADMINISTRATIVE OFFICER -
(Management and Audit Analyst)**

OFFICE : Internal Control Unit

SALARY GRADE : 22

ITEM NUMBER : SADOOF-3-2010

QUALIFICATION STANDARD

EDUCATION : Bachelor's degree relevant to the job

TRAINING : 16 hours of relevant training

EXPERIENCE : 3 years of relevant experience

ELIGIBILITY : Career Service Professional / Second Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Review university policies and procedures according to regulatory requirements.
2. Conduct management and financial audit.
3. Evaluate and recommend improvement in university practices, processes and controls to enhance efficiencies and reduce risks.
4. Utilize innovative ideas and tools to enhance operational effectiveness and improve internal control across the organization.
5. Prepare audit reports of findings and submit recommendations to top management.
6. Ensure that operational and financial procedures are in compliance to the usual accounting and auditing rules and regulations.
7. Develop audit programs and maintain up to date knowledge about audit tools and techniques.
8. Perform other related duties as may be assigned from time to time.

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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 Don Honorio Ventura State University in the CSC website:

MELY G. LIANGCO
Supervising Administrative Officer / HRMO

Date: June 14, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer	SADOF-3-2010	22-1	65,319.00	Bachelor's Degree relevant to the job	16 hours of relevant training	Three (3) years of relevant experience	CS-Professional / Second Level Eligibility	---	Internal Control
2	College Librarian I	CL1-2-2011	13-1	25,232.00	Bachelor's Degree in Library Science/ Information Science or Bachelor of Science in Education/arts major in Library Science	None Required	None Required	RA 1080	---	University Library
3	Guidance Counselor I	GUIDC1-91-2015	11-1	20,754.00	Master's Degree in Guidance and Counseling (CSC MC 2, s. 2017)	None Required	None Required	RA 1080 (Guidance and Counselor)	---	Guidance and Testing Office
4	Guidance Counselor I	GUIDC1-117-2017	11-1	20,754.00	Master's Degree in Guidance and Counseling (CSC MC 2, s. 2017)	None Required	None Required	RA 1080 (Guidance and Counselor)	---	Guidance and Testing Office
5	Administrative Assistant II (Human Resource Management Assistant I)	ADAS2-11-2004	8-1	16,758.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	CS-Sub Professional/First Level Eligibility	---	Administrative Office
6	Administrative Aide VI (Clerk III)	ADAS6-17-2010	6-1	14,847.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	CS-Sub Professional/First Level Eligibility	---	Office of the VPAF

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 June 26, 2019.

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:

MELY G. LIANGCO

Supervising Administrative Officer / HRMO

DHVSU, Bacolor, Pampanga 2001

adhvcat@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.