

Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Request for Publication of Vacant Positions

CSC PROVINCIAL FIELD OFFICE
Bacolor, Pampanga
Electronic copy to be submitted to the CSC, PO must be in MS Excel format
RECEIVED
SEP 24 2019
CSC

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: September 24, 2019

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	Senior Education Program Specialist	SREPS-23-2010	19-1	45269	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second level Eligibility	---	DHVSU Main Campus
2	Librarian I	LIB1-90-2015	11-1	20754	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 Learning Resource Center
3	Guidance Counselor I	GUIDC1-91-2015	11-1	20754	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	20754	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	Security Guard III	SECG3-27-1998	8-1	16758	High School Graduate	4 hours relevant training	1 year relevant experience	Security Guard License (MC 11 S. -Cat. II)	---	Disaster Management, General Services and Security Office
6	Administrative Aide IV (Clerk II)	ADA4-1-2012	4-1	13214	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	CS-Sub Professional/First Level Eligibility	---	Registrar's Office

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 October 4, 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

CSC PROVINCIAL FIELD OFFICE
Bacolor, Pampanga
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Date

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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

REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Senior Education Program Specialist**
OFFICE : DHVSU Main Campus
SALARY GRADE : 19
ITEM NUMBER : SREPS-23-2010

QUALIFICATION STANDARDS

Education : Bachelor's degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : Career Service (Professional); Second level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Explore frontiers of labor market trends and curriculum offerings through academe industry linkages and develop projection trends with the emerging demands of the industry.
2. Facilitate the conduct of Project Identification and Proposal Writing to project completion through viable linkages.
3. Finalize and edit manuscripts of research proposals of faculty researchers in preparation for the In- House Reviews.
4. Coordinate the dissemination of information relating to new practices and innovations of science and technology projects.
5. Serve as the liason officer to various government agencies like the DOST.
6. Attend and participate in various research conferences and paper presentation.
7. Work on logistics in preparation for project in House reviews.

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.**



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. Contributes to team effort by accomplishing desired results as needed.

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REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Librarian I**
OFFICE : University Learning and Resource Center
SALARY GRADE : 13
ITEM NUMBER : LIB1-90-2015
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 books and other reading materials.
2. Conduct orientation to new students and teachers.
3. Assist students and faculty in the use of the library.
4. Promote the use of library resources.
5. Assist in the preparation of reports and other documents.
6. Provide research assistance to faculty and students.
7. Conduct year-end inventory of library resources.
8. Help in ensuring the cleanliness and orderliness of the University Learning and Resource Center.
9. Assist in safeguarding the books and other reading materials of the library.
10. Contributes to team effort by accomplishing desired results as needed.

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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 : GUIDC1-117-2017

QUALIFICATION STANDARDS

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

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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 : **Administrative Aide IV (Clerk II)**
OFFICE : Registrar's Office
SALARY GRADE : 4
ITEM NUMBER : ADA4-1-2012

QUALIFICATION STANDARD

EDUCATION : High School Graduate or Completion of two-year studies in College
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service Professional (Sub Professional) / First Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Assists, registers and enrolls, students to be able to prepare and issue list of officially enrolled students per subjects.
2. Prepares Certificate of Enrolment slips and Certificate of Grades of upperclassmen every end of semester along with head unit.
3. Produces and maintains official academic records of students from registration to graduation.
4. Attends to request on withdrawal of registration and deferment of enrolment.
5. Takes action on various concerns: change of academic status, application for reconsideration, shifting of courses, etc.
6. Prepares and prints diploma, transcript of records, honorable dismissal and copy of grades.
7. Assists in the preparation of documents for the Academic Council meeting (Final List of Candidates).
8. Responds to inquiries and request for information from students and other clients.
9. Releases various certifications as requested (Certificate of Graduation, English as medium of instruction, Certificate of Enrolment, Certificate of Grades, Certificate of units earned, Course description)
10. Contributes to team effort by accomplishing desired results as needed.

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REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Security Guard III**
OFFICE : Disaster Management, General Services and Security Office
SALARY GRADE : 8
ITEM NUMBER : SECG3-1-2001

QUALIFICATION STANDARD

EDUCATION : High School Graduate
TRAINING : 4 hours of relevant training
EXPERIENCE : 1 year relevant experience I
ELIGIBILITY : Security Guard license

1. Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points.
2. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures.
3. Controls traffic within the university by directing drivers to designated parking areas and pick up/drop off points.
4. Prepares reports by recording observations, information, occurrences, and surveillance activities.
5. Serve as first respondent during emergency, calamities and disasters.
6. Contributes to team effort by accomplishing desired results as needed.

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