



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

REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Supervising Administrative Officer
(Records Officer IV)**
OFFICE : Records and Archives Office
SALARY GRADE : 22
ITEM NUMBER : SADO-3-2010

QUALIFICATION STANDARDS

Education : Bachelor's Degree related to the job
Training : 16 hours of relevant training
Experience : 3 years of relevant experience
Eligibility : CS – Professional / Second Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Implement effective and efficient management of records, from creation, maintenance, and disposal of documents;
2. Receive and release all official correspondence and administrative issuances, assist in tracking communications and/or follow up actions or applications and requests from clients, check completeness of enclosures or attachments;
3. Prepare letters and issuances, assign number series, maintain permanent files for issuances and retrieve/replace amended issuances, release updated issuances for the information of concerned offices;
4. Control and safeguard vital and permanent records of the University to provide continued reference and information necessary for management decision-making, keep records of enduring value in the University Archives;
5. Coordinate with the MIS division and other concerned offices the establishment and maintenance of an e-records management system for the University, in coordination with offices concerned;
6. Prepare office performance targets, evaluate performance under the office, submit recommendations and obtain customer satisfaction feedback;
7. Submit plans, including Project Procurement Management Plan of the ROA, periodic accomplishment reports and annual report; and
8. Perform other related functions.

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.**

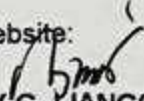
CSC PROVINCIAL FIELD OFFICE
Bacolor, Pampanga
OCT 01 2019
Date **CSC**

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
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

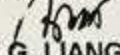
Date: October 01, 2019

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 (Records Officer IV)	SADOF-3-2010	22-1	65319	Bachelor's Degree relevant to the job	16 hours of relevant training	Three (3) years of relevant experience	CS-Professional / Second Level Eligibility	—	Records and Archives 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 11, 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.