



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

REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Registrar IV**
OFFICE : Registrar's Office
SALARY GRADE : 22
ITEM NUMBER : RA-49-2010

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. Maintain accurate and complete student records (both electronic and hard copy).
2. Ensure prospective students (new, returning, non-resident) are processed to enrolment in an orderly and efficient manner.
3. Plan and implement the registration process of classes.
4. Resolve scheduling and other conflicts in coordination with deans and the campus directors.
5. Supervise the issuance of various records such as TOR, diploma, certificate of registration and others.
6. Supervise the performance of all personnel under the Registrar's Office.
7. Determine students' graduation eligibility, plan commencement activities and prepare information such as honor lists, transcripts and others.

Interested applicants are required to submit the following at the Administrative Services Office, DHVSU Bacolor, Pampanga or thru our official email address at HR@dhvsu.edu.ph:

1. **Formal application letter to the University President;**
2. **Accomplished Personal Data Sheet (PDS - CSC Form No. 212 Revised 2017), signed under oath; and**
3. **Certified True Copy of documents in support of the data stated in the PDS.**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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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 : GUIDC-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 face-to-face or online 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 short term and long term Guidance and Development Plan.
8. Participate in various professional growth activities.
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 : **Security Guard I**
OFFICE : Disaster Management, General Services, Security Office
SALARY GRADE : 3
ITEM NUMBER : SECG1-3-1998

QUALIFICATION STANDARDS

Education : High School Graduate
Training : 4 hours of relevant training
Experience : 1 years of relevant experience
Eligibility : Security Guard License

DUTIES AND RESPONSIBILITIES:

1. Guard and protect officials and employees of the university.
2. Safeguard and protect university premises such as buildings and properties.
3. Record the persons and vehicles that enter and leave the university premises.
4. Act as first responder during disasters and calamities.
5. Regulate traffic and parking of vehicles.

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REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Administrative Aide IV**
OFFICE : Administrative Services Office
SALARY GRADE : 4
ITEM NUMBER : ADA4-6-2014

QUALIFICATION STANDARDS

Education : Completion of two-year studies in College
Training : None Required
Experience : None Required
Eligibility : CS – Sub Professional / First Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Prepare the necessary documents needed for appointment of Casual, Temporary and Permanent employees.
2. Prepare the Contract of Service for teaching and non-teaching personnel.
3. Prepare the Step Increment, Loyalty and Meritorious that are required for Budget Preparation.
4. Prepare the Human Resource Merit, Promotion and Selection Board (HRMPSB) and Faculty Selection Board (FSB) recommendation.
5. Prepare the Notice for Salary Adjustment (NOSA) and Notice of Step Increment (NOSI).
6. Input the newly-hired employees' information in the Personnel Management, Attendance and Payroll System.
7. Update the employees' information.
8. Prepare documents as requested by other offices, colleges and other government agencies.

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