

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
MELY G. LIANGCO

Supervising Administrative Officer / HRMO

Date: November 24, 2021

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	College Librarian II	CL2-1-1999	15-1	33575	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Librarian)	---	University Learning Resource Center
2	Guidance Counselor I	GUIDC1-117-2017	11-1	23877	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	---	Guidance and Testing Center
3	Administrative Aide III (Utility Worker II)	ADA3-120-2017	3-1	13572	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 -Cat. III)	---	General Services and Security Office

4	Administrative Aide III (Utility Worker II)	ADA3-13-2011	3-1	13572	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 -Cat. III)	---	General Services and Security Office
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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 December 3, 2021.

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**;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of certificate of trainings/seminars;
5. Photocopy of Transcript of Records;
6. Photocopy of Diploma; and
7. Letter of Intent addressed to the University President.

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

HR@dhvsu.edu.ph

"DHVSU is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, or any other characteristic protected by law."

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.