



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

REGION	:	III
AGENCY	:	Don Honorio Ventura State University
POSITION TITLE	:	Administrative Aide III (Utility Worker II)
OFFICE	:	General Services and Security Office (GSSO)
SALARY GRADE	:	3
ITEM NUMBER	:	ADA3-13-2011

QUALIFICATION STANDARD

EDUCATION	:	Must be able to read and write
TRAINING	:	None Required
EXPERIENCE	:	None Required
ELIGIBILITY	:	None Required (MC 11, s. 96-Cat. III)

DUTIES AND RESPONSIBILITIES:

1. Maintains the cleanliness and orderliness of offices and the area of assignment,
2. Performs disinfection of identified university's premises,
3. Observes the proper segregation and disposal of garbage,
4. Reports to the immediate supervisor damages to the university properties,
5. Performs simple repair of facilities, fixture and other properties, and
6. Performs other duties as may be assigned by immediate supervisor

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. 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.

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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REGION	:	III
AGENCY	:	Don Honorio Ventura State University
POSITION TITLE	:	Administrative Aide VI (Clerk III)
OFFICE	:	Administrative Services Office
SALARY GRADE	:	6
ITEM NUMBER	:	ADA6-18-2010

QUALIFICATION STANDARD

EDUCATION	:	Completion of two years studies in College
TRAINING	:	None Required
EXPERIENCE	:	None Required
ELIGIBILITY	:	Career Service (Sub-Professional) First Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Receives the Manpower Request Forms of all offices needing additional personnel;
2. Reviews the credentials of applicants and prepare the matrix of both qualified and unqualified applicants;
3. Maintains the confidentiality of the files of applicants;
4. Prepares the schedule and facilitate the conduct of interview (face-to-face and online) of the HRMPSB;
5. Informs the members of the HRMPSB and the applicants with regard to the schedule of interview;
6. Assists in the conduct of webinars, background check of applicants, and orientation of newly hired personnel;
7. Takes the lead role in meeting the requirements of PRIME-HRM specifically on Recruitment, Selection and Placement; and
8. Prepares other duties as may be assigned by the immediate supervisor.

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REGION	:	III
AGENCY	:	Don Honorio Ventura State University
POSITION TITLE	:	Administrative Officer V (Supply Officer III)
OFFICE	:	Property and Supply Management Unit
SALARY GRADE	:	18
ITEM NUMBER	:	ADOF5-5-2012

QUALIFICATION STANDARD

EDUCATION	:	Bachelor's Degree relevant to the job
TRAINING	:	4 hours of relevant training
EXPERIENCE	:	Two (2) years of relevant experience
ELIGIBILITY	:	Career Service (Professional) Second Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Procures supplies, materials and equipment needed by the university;
2. Prepares the following documents: Purchase Request, Request for Quotation, Abstract of Contract, Purchase Order/Job Order, Inspection and Acceptance Report;
3. Processes duly approved documents for the repair and maintenance of equipment and motor vehicles;
4. Issues Request for Quotation to atleast three (3) PhilGEPS registered supplier in good standing;
5. Posts notice of procurement whether Bidding, Small Value Procurement or Shopping in the PhilGEPS website, website of the university and at conspicuous place in the campus for information purposes;
6. Awards Purchase Order (PO) to supplier with the lowest price quotation through BAC Resolution;
7. Operates a medium sized warehouse and/or storeroom engaged in receiving, storing, checking and issuing of supplies and equipment;
8. Submits reports of pertinent documents to COA and Accounting Office;
9. Disposes all unserviceable properties following the Manual on Disposal of Government Properties; and
10. Performs other work-related duties as assigned by the immediate supervisor.

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REGION	:	:	III
AGENCY	:	:	Don Honorio Ventura State University
POSITION TITLE	:	:	Board Secretary V
OFFICE	:	:	Office of the University President
SALARY GRADE	:	:	24
ITEM NUMBER	:	:	BS5-1-2002

QUALIFICATION STANDARD

EDUCATION	:	Bachelor's Degree
TRAINING	:	24 hours of relevant training
EXPERIENCE	:	Four (4) years of relevant experience
ELIGIBILITY	:	Career Service (Professional) Second Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Prepares confidential correspondence, reports, and general papers, composes and types routine correspondence, memos, letters, reports, etc.;
2. Arranges the Chairman's foreign and local travels;
3. Maintains the Chairman's calendar;
4. Sets-up and coordinates meetings and conferences;
5. Creates, transcribes and distributes meeting agenda and minutes;
6. Answers telephones and handles them with courtesy and prudence;
7. Meets and receives clients and visitors appropriately;
8. Performs general office duties to include but not limited to: mailing, emailing, filing, faxing, photocopying, etc.;
9. Conducts searches to find needed information, using such sources as the Internet;
10. Maintains hard copy and electronic filing system;
11. Requests and dispenses supplies;
12. Maintains good public relations; and
13. Performs other job-related duties as assigned.

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REGION	:	III
AGENCY	:	Don Honorio Ventura State University
POSITION TITLE	:	Registrar IV
OFFICE	:	Registrar's Office
SALARY GRADE	:	22
ITEM NUMBER	:	R4-49-2010

QUALIFICATION STANDARD

EDUCATION	:	Bachelor's Degree
TRAINING	:	16 hours of relevant training
EXPERIENCE	:	Three (3) years of relevant experience
ELIGIBILITY	:	Career Service (Professional) Second Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Signs Transcript of Records, Diplomas, Certification and other related documents;
2. Maintains linkages with other Registrars in connection with student records and registrar's concerns; linkages regarding scholarship matters;
3. Evaluates performance of the Office of the University Registrar (OUR) personnel;
4. Periodically reviews and improves present system and set a standard operating procedures of the office;
5. Oversees the proper use, maintenance, control and safe keeping of the office property and request needed supplies and equipment;
6. Attends meetings and seminars with other government & consular agencies regarding matters related to the operations of the office;
7. Acts as Secretary of the Academic Council of the university;
8. Creates the Development plan of OUR;
9. Assists in the revision of curricula, DHVSU Code, Faculty Manual and Student Handbook and Registrar's Manual;
10. Resolves questions on academic policies and regulations and students' records;
11. Takes charge of the professional growth and development of the personnel;
12. Prepares enrolment schedules and procedures;
13. Conducts preliminary and final deliberations of the graduating students and determines students' graduation eligibility;
14. Prepares Academic Calendar;
15. Prepares referendum; and
16. Performs other duties as may be assigned by the immediate supervisor.

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REGION	:	III
AGENCY	:	Don Honorio Ventura State University
POSITION TITLE	:	Supervising Administrative Officer (Supply Officer IV)
OFFICE	:	Property and Supply Management Unit
SALARY GRADE	:	22
ITEM NUMBER	:	SADOF-4-2010

QUALIFICATION STANDARD

EDUCATION	:	Bachelor's Degree relevant to the job
TRAINING	:	16 hours of relevant training
EXPERIENCE	:	Three (3) years of relevant experience
ELIGIBILITY	:	Career Service (Professionally) Second Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Manages the different phases of supply and property management and oversees all activities after the procurement process pertaining to inspection, acceptance, custody and issuance of supplies, materials, and equipment to end-users.
2. Undertakes periodic inventory of all properties of the University, submits the annual inventory report, submits plans including the Project Procurement Management Plan (PPMP) of the Property and Supply Management Unit (PSMU) and submits annual accomplishment report.
3. Prepares acknowledgement receipts for equipment for responsible officials and personnel, and provide updated records of the same for the eventual turnover of property responsibilities.
4. Prepares office performance targets, evaluates performance of PSMU staff, and submits recommendations, obtains customer satisfaction feedback.
5. Ensures quality management system and implementation of PSMU processes in compliance with ISO 9001:2015.
6. Adopts 5S principles in storerooms, reports non-moving supplies and materials and propose strategies or schemes to reduce wastage.
7. Determines re-order point for common-use supplies and equipment as reference data for procurement, monitors usage of requisitioned items and recommended appropriate strategies for supply and property control.
8. Disposes unserviceable property, prepares disposal reports and documents for public auction, coordinates re-tagging of disposable properties with the offices concerned to facilities disposal of unserviceable equipment, and
9. Serves as secretariat to the Bids and Awards Committee (BAC) and perform other related functions.

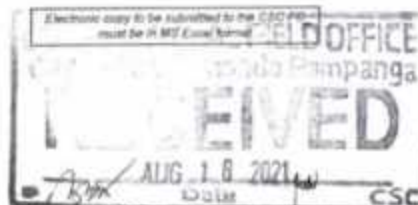
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Request for Publication of Vacant Positions



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: August 18, 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	Board Secretary V	B85-1-2002	24-1	86742	Bachelor's Degree	24 hours of relevant training	Four (4) years of relevant experience	Career Service (Professional)/Second Level Eligibility	—	Office of the University President
2	Supervising Administrative Officer	SADOF-4-2010	22-1	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	Three (3) years of relevant experience	Career Service (Professional)/Second Level Eligibility	—	Property and Supply Management Unit
3	Registrar IV	R4-49-2010	22-1	68415	Bachelor's degree	16 hours of relevant training	Three (3) years of relevant experience	Career Service (Professional)/Second Level Eligibility	—	Registrar's Office
4	Administrative Officer V	ADOFS-5-2012	18-1	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/Second Level Eligibility	—	Property and Supply Management Unit
5	Administrative Aide VI	ADA6-18-2010	6-1	16200	Completion of two years studies in College	None Required	None Required	Career Service (Sub-Professional)/First Level Eligibility	—	Administrative Services Office
6	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

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 August 28, 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;
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