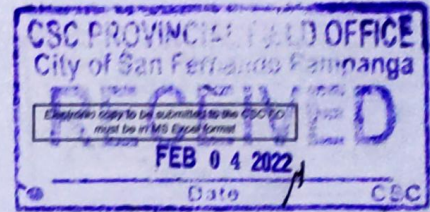


Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Request for Publication of Vacant Positions



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:

Anna C. Dayrit
ANNA C. DAYRIT, MM, MBA
Chief Administrative Officer

Date: February 04, 2022

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	Supervising Administrative Officer	GADOF-6-2010	22-1	69993	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	----	Human Resource Management Unit
2	Administrative Assistant II (Clerk IV)	ADA52-11-2010	6-1	18998	Completion of Two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/ First Level Eligibility	----	Office of the Physical Plant and Facilities
3	Administrative Aide IV (Clerk II)	ADA4-25-2004	4-1	14993	Completion of Two years studies in college	None Required	None Required	Career Service Sub-Professional/ First Level Eligibility	----	Payroll Unit

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 February 14, 2022.

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.

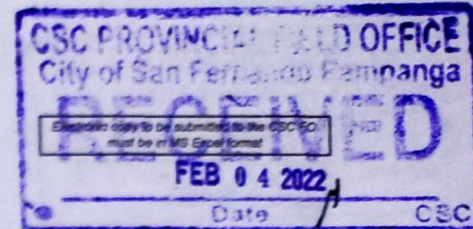
"DHVSU is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, or any other characteristic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

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Anna C. Dayrit
ANNA C. DAYRIT, MM, MBA
Chief Administrative Officer
DHVSU, Bacolor, Pampanga 2001
HR@dhvsu.edu.ph

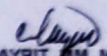
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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



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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:


ANNA C. DAYRIT, MM, MBA
Chief Administrative Officer

Date: February 04, 2022

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	Supervising Administrative Officer	SADOF-5-2010	22-1	69963	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	—	Human Resource Management Unit
2	Administrative Assistant II (Clerk IV)	ADAS2-11-2010	B-1	18998	Completion of Two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/ First Level Eligibility	—	Office of the Physical Plant and Facilities
3	Administrative Aide IV (Clerk II)	ADA4-25-2004	A-1	14993	Completion of Two years studies in college	None Required	None Required	Career Service Sub-Professional/ First Level Eligibility)	—	Payroll Unit

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ANNA C. DAYRIT, MM, MBA
Chief Administrative Officer
DHVSU, Bacolor, Pampanga 2001
HR@dhsu.edu.ph

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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**
(Human Resource Management Officer)
OFFICE : Human Resource Management Unit
SALARY GRADE : 22
ITEM NUMBER : SADOOF-5-2010

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. Serve as the secretariat of the Human Resource Merit and Promotion Selection Board (HRMPSB), Faculty Selection Board (FSB), Program on Awards and Incentives for Service Excellence (PRAISE) Committee, and Complaints Grievance Committee (CGC) of the University;
2. Sit as a member of the Committee on Anti-Red Tape and Performance Management Team;
3. Ensure compliance with the requirements set forth by the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) revised 2018;
4. Maintain and secure an updated profile (201 file) of all DHVSU personnel;
5. Create and implement a system in maintaining and securing all the documents submitted by applicants seeking employment in the University;
6. Propose to the Director of ADMINISO relevant trainings and seminars based on the results of the Training Needs Assessment;
7. Prepare the Annual Training Plan as well as the Pre-Retirement Program of the University;
8. Conduct regular orientation of newly-hired and newly promoted faculty and non-teaching personnel;
9. Exercise disciplinary powers over employees under the HRMU;
10. Monitor the adherence of all personnel on existing university laws, rules and regulations;

11. Supervise leave administration to ensure accurate and timely posting of leaves earned, absences, tardiness, and under times incurred and prepare the monthly reports; certify leave balances and service credits of university personnel;
12. Prepare office performance targets, evaluate performance of HRMU staff, submit recommendations, obtain customer feedback, and prepare and submit plans and accomplishment reports;
13. Observe compliance with all the requirements of the Data Privacy Act of 2012 and ISO 9001-2015 Quality Management System;
14. Serve as the liaison officer to the Civil Service Commission;
15. Ensure full compliance with the requisites of Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM);
16. Serve as the Officer-in-Charge in the absence of the ADMINSO Director; and
17. Perform other tasks as may be assigned by the Vice President for Administration and Finance and the Director of the Administrative Services Office.

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

REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Administrative Assistant II**
OFFICE : Office of the Physical Plant and Facilities
SALARY GRADE : 08
ITEM NUMBER : ADAS2-11-2010

QUALIFICATION STANDARDS

Education : Completion of Two years studies in college
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS – Subprofessional / First Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Prepare the following:
 - Estimates the Program of Works for Infrastructure Projects
 - Billing Documents for completed Infra Projects
 - Accomplishment and status reports of Infrastructure Projects
 - Documents needed for building/ occupancy permit requirements for Infrastructure Projects
 - Canvass and solicit updated prices/ quotations for services and materials for Market study
 - Print-out of program of works (POW), bar chart (PERT-CPM), specifications and cash flow chart.
 - APP for infra projects including supplemental/ reprogram projects for fiscal year.
 - Consolidated report of PPMP's and identify priority projects & various repairs and maintenance as requested by end-user.
 - APP for office supplies, goods, equipment, software and ICT gadgets
 - Assist in the preparation of Inventory of Buildings for insurance purposes
 - Provide assistance to all offices in relation to needed documents for TESDA, CHED-COPC and Accreditation purposes.
 - Act as liaison with various agencies in relation to Infrastructure projects for implementation
2. Assist in the preparation of Inventory of Buildings for insurance purposes
3. Provide assistance to all offices in relation to needed documents for TESDA, CHED-COPC and Accreditation purposes.
4. Act as liaison with various agencies in relation to Infrastructure projects for implementation
5. Prepare communication letters of the OPPF and coordinate with offices concerned and attend meetings in coordination with the BAC for Infrastructure; and
6. Perform other functions to be assigned by the Head of the Office

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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 IV**
OFFICE : Payroll Unit
SALARY GRADE : 04
ITEM NUMBER : ADA4-25-2004

QUALIFICATION STANDARDS

Education : Completion of Two years studies in college
Training : None Required
Experience : None Required
Eligibility : CS – Subprofessional / First Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Prepares the payroll for Overtime Services of Teaching and Non-teaching personnel;
2. Prepares the payroll for Extra Teaching Loads;
3. Prepares the payroll for Special Class;
4. Prepares the Personnel Economic Relief Allowance (PERA) of personnel under Permanent and Temporary status;
5. Prepares the HDMF Remittances for fund 164 and 184; and
6. Performs other work-related duties as assigned by the immediate supervisor.

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