



NOTICE OF VACANCY



Office/Campus	Administrative Services Office
Unit	Human Resource Management Unit

POSITION PROFILE	
Position: Administrative Aide IV (Reproduction Machine Operator II)	Salary Grade: 4 Monthly Salary: Php 16,209.00
Item No.: DHVCATB-ADA4-1-2012	Employment Status: Permanent
QUALIFICATIONS	
Education:	Elementary School Graduate
Experience:	None required
Training:	None required
Eligibility:	None required (MC 11, s. 96 – Cat. III)
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Set up, operate, and monitor printing, photocopying, or other reproduction machines to produce printed materials. 2. Ensure machines are functioning properly, perform routine maintenance, and troubleshoot minor issues. 3. Load paper, ink, and other materials into the reproduction machine regularly. 4. Maintain records of production output, materials used and any issues encountered during the process. 5. Reproduce official documents requested by employees during accreditation. 6. Clean the reproduction machines regularly. 7. Perform other related tasks as may be assigned by the immediate supervisor. 	
REQUIREMENTS	
<p>Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at HR@dhsu.edu.ph:</p> <ol style="list-style-type: none"> 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 outstanding accomplishments; 6. Photocopy of Transcript of Records; 7. Photocopy of Diploma; 8. Work Experience Sheet (for positions requiring relevant experience); and 9. Letter of Intent addressed to the University President. <p>Deadline of submission: January 24, 2025 (5:00 PM)</p>	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

