



NOTICE OF VACANCY



Office/Campus	Administrative Services Office
Unit	Compensation and Other Benefits Unit

POSITION PROFILE	
Position: Administrative Officer II (Credit Officer II)	Salary Grade: 11 Monthly Salary: Php 28,512.00
Item No.: DHVCATB-ADOF2-52-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional)/Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Prepare salaries and other remunerations of personnel. 2. Prepare wages and other remunerations of instructors under contract of service. 3. Prepare payroll on meritorious step increment, loyalty incentives, and monetization of personnel. 4. Prepare remittances on other payables. 5. Assist in the preparation of BIR Alphalist Program. 6. Assist in the preparation of GSIS remittances. 7. Assist in the GSIS loan approval. 8. Act as focal person on ARTA, ISO, and others. 9. 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@dhvsu.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.

