



# NOTICE OF VACANCY



Office/Campus	<b>Mexico Campus</b>
Unit	<b>Records Management Unit</b>

POSITION PROFILE	
Position: <b>Administrative Officer III (Records Management Analyst II)</b>	Salary Grade: <b>14</b> Monthly Salary: <b>Php 35,434.00</b>
Item No.: <b>DHVCATB-ADOF3-38-2022</b>	Employment Status: <b>Permanent</b>

QUALIFICATIONS	
Education:	<b>Bachelor's degree</b>
Experience:	<b>1 year of relevant experience</b>
Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Career Service (Professional)/Second Level Eligibility</b>

DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> <li>1. Devise and effectively implement plans, policies, and procedures relative to the creation, maintenance and use, disposal administration and archive management of all records throughout the campus.</li> <li>2. Evaluate existing policies and identify areas needing improvement in support of the university's records management policies.</li> <li>3. Receive and release all official correspondences and administrative issuances, assist in tracking communications, and/or follow up actions or applications and requests from clients, and check completeness of enclosures or attachments.</li> <li>4. Control and safeguard vital and permanent records of the university to provide continued reference and information necessary for management decision-making, and keep records of enduring value.</li> <li>5. Submit plans, performance targets, accomplishment reports and obtain customer satisfaction feedback.</li> <li>6. Coordinate with the MIS office and other concerned offices regarding the establishment and maintenance of an e-records management system for the campus.</li> <li>7. Attend seminars, trainings, workshops, meetings and participate in other related job functions that are necessary for the improvement of the university's records management system.</li> <li>8. Conduct seminars, trainings, workshops, meeting/consultation in relation to records management.</li> <li>9. Act as the facilitator during meetings in consultation with higher authorities concerning records management and control.</li> <li>10. Perform other duties that may be required by the higher authorities.</li> </ol>	

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 <a href="mailto:HR@dhvsu.edu.ph">HR@dhvsu.edu.ph</a>:</p> <ol style="list-style-type: none"> <li>1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>;</li> <li>2. Performance rating in the last rating period;</li> <li>3. Photocopy of certificate of eligibility/rating/license;</li> <li>4. Photocopy of certificate of trainings/seminars;</li> <li>5. Photocopy of outstanding accomplishments;</li> <li>6. Photocopy of Transcript of Records;</li> <li>7. Photocopy of Diploma;</li> <li>8. Work Experience Sheet (for positions requiring relevant experience); and</li> <li>9. Letter of Intent addressed to the University President.</li> </ol> <p>Deadline of submission: <b>January 24, 2025 (5:00 PM)</b></p>

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

