



NOTICE OF VACANCY



Office/Campus	Sto. Tomas Campus
Unit	Records Management Unit

POSITION PROFILE	
Position: Administrative Officer III (Records Management Analyst II)	Salary Grade: 14 Monthly Salary: Php 35,434.00
Item No.: DHVCATB-ADOF3-40-2022	Employment Status: Permanent

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

DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 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. 2. Evaluate existing policies and identify areas needing improvement in support of the university's records management policies. 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. 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. 5. Submit plans, performance targets, accomplishment reports and obtain customer satisfaction feedback. 6. Coordinate with the MIS office and other concerned offices regarding the establishment and maintenance of an e-records management system for the campus. 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. 8. Conduct seminars, trainings, workshops, meeting/consultation in relation to records management. 9. Act as the facilitator during meetings in consultation with higher authorities concerning records management and control. 10. Perform other duties that may be required by the higher authorities. 	

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.

