



NOTICE OF VACANCY



Office/Campus	Finance Management Services Office
Unit	Budget Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 18,957.00
Item No.: DHVCATB-ADA6-54-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of two years studies in college
Experience:	None required
Training:	None required
Eligibility:	Career Service (Sub-professional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Review and Check Request Letters for Allotment for Fund 07-TR.2. Prepare and prints Budget Utilization Request and Status for Fund 07-TR.3. Prepare and monitor the Registry of Allotment, Obligation and Balances for Fund 07-TR.4. Prepare Statement of Receipt, Utilization and Status for Fund 07-TR.5. Prepare and submit the Financial Accountability Report (FAR) 6 to DBM before the deadline.6. Perform other related functions 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 recruitment@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); and9. Letter of Intent addressed to the University President. <p>Deadline of submission: JUNE 14, 2025 (5:00 PM)</p>	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

