



NOTICE OF VACANCY



Office/Campus	Office of the University President
Unit	Internal Audit Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 18,957.00
Item No.: DHVCATB-ADA6-40-2022	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	
<div>1. Encode audit-related documents such as audit schedules, reports, and correspondences.</div> <div>2. Maintain and organize office files, including audit working papers and official communications.</div> <div>3. Support the enhancement of management controls to ensure achievement of control objectives.</div> <div>4. Handle routine office communications such as answering calls, receiving memos, and coordinating appointments.</div> <div>5. Develop skills in dealing with people and effectively communicating audit findings, recommendations, and related issues.</div> <div>6. Assist in the safekeeping and retrieval of audit reports and confidential records.</div> <div>7. Support the team in coordinating with other offices in securing audit requirements.</div> <div>8. Maintain internal audit records.</div> <div>9. Perform other related functions as may be assigned by the immediate supervisor.</div>	
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> <div>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;</div> <div>2. Performance rating in the last rating period;</div> <div>3. Photocopy of certificate of eligibility/rating/license;</div> <div>4. Photocopy of certificate of trainings/seminars;</div> <div>5. Photocopy of outstanding accomplishments;</div> <div>6. Photocopy of Transcript of Records;</div> <div>7. Photocopy of Diploma;</div> <div>8. Work Experience Sheet (for positions requiring relevant experience); and</div> <div>9. Letter of Intent addressed to the University President.</div>	
Deadline of submission: JUNE 14, 2025 (5:00 PM)	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

