



NOTICE OF VACANCY



Office/Campus	Administrative Services Office
Unit	Records Management Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 18,957.00
Item No.: DHVCATB-ADA6-51-2022	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. Receive, record, and file documents according to the recommended filing system.2. Maintain cleanliness and orderliness of the storage area to ensure safety and security of records and easy access and retrieval when needed.3. Retrieve records requested by the Records Officer and keep track of the location of the original document.4. Receive and record all documents submitted to the Records Management Unit.5. Maintain and request office supplies.6. Perform a wide variety of secretarial, clerical, and routine administrative task in support of the unit.7. 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.

