



# NOTICE OF VACANCY



Office/Campus	Administrative Services Office
Unit	Human Resource Management Unit

POSITION PROFILE	
Position: <b>Administrative Assistant II (Human Resource Management Assistant)</b>	Salary Grade: <b>8</b> Monthly Salary: <b>Php 21,448.00</b>
Item No.: <b>DHVCATB-ADAS2-26-2022</b>	Employment Status: <b>Permanent</b>
QUALIFICATIONS	
Education:	<b>Completion of two years studies in college</b>
Experience:	<b>1 year of relevant experience</b>
Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Career Service (Sub-professional) / First Level Eligibility</b>
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"><li>1. Prepare documents and evidentiary requirements for PRIME-HRM accreditation.</li><li>2. Prepare presentation materials for seminars and training programs conducted by the unit.</li><li>3. Generate certificates for employees who participated in seminars and training conducted by the unit.</li><li>4. Manage the preparation of Learning and Development-related documents and reports.</li><li>5. Design and prepare various survey forms to be administered by the unit.</li><li>6. Collect, sort, and interpret data from surveys conducted by the unit.</li><li>7. Assist in the formulation of internal office or unit policies.</li><li>8. Serve as Secretary of the PRAISE Committee.</li><li>9. Prepare publication materials for job vacancy announcements.</li><li>10. Assist in drafting, editing, and reviewing communications issued by the unit.</li><li>11. Perform other related functions as may be assigned by the immediate supervisor.</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:recruitment@dhvsu.edu.ph">recruitment@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>JUNE 14, 2025 (5:00 PM)</b></p>	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

