



NOTICE OF VACANCY



Office/Campus	Administrative Services Office
Unit	-

POSITION PROFILE	
Position: Administrative Officer I (Records Officer I)	Salary Grade: 10 Monthly Salary: Php 25,586.00
Item No.: DHVCATB-ADOF1-30-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Create & maintain databases to ensure quick retrieval of information.2. Develop record distribution and storage policies.3. Audit the information that is created and stored within the office.4. Analyze the information needs and develop procedures to ensure these requirements are met by the office.5. Refer to policy & legislative requirements to determine the length of time the office records are kept.6. Facilitate the transition from paper to electronic management systems.7. Provide the necessary support to ensure the accountability, transparency and regulatory requirements are met.8. Perform other tasks that 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.

