



# NOTICE OF VACANCY



Office/Campus	Procurement Management Office
Unit	-

POSITION PROFILE	
Position: <b>Administrative Officer III (Records Officer II)</b>	Salary Grade: <b>14</b> Monthly Salary: <b>Php 37,024.00</b>
Item No.: <b>DHVCATB-ADOF3-48-2022</b>	Employment Status: <b>Permanent</b>
QUALIFICATIONS	
Education:	<b>Bachelor's degree</b>
Experience:	<b>1 year of relevant experience</b>
Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Career Service (Professional) / Second Level Eligibility</b>
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"><li>1. Maintain custody of all documents and other pertinent records of the office.</li><li>2. Create and maintain databases to ensure quick retrieval of information.</li><li>3. Perform tasks of the BAC Secretariat. As such, he/she shall have the following responsibilities:<ul style="list-style-type: none"><li>• Act as the main support unit of the BAC;</li><li>• Provide administrative support to the BAC and the TWG, if necessary;</li><li>• Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary;</li><li>• Attend BAC meetings as Secretary;</li><li>• Prepare Minutes of the BAC meetings;</li><li>• Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested buyers;</li><li>• Assist in managing the procurement process;</li><li>• Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required;</li><li>• Be the central depository of all procurement related information and continually update itself with the most current GPPB resolutions issuances, circulars, and events, and downstream the same to all relevant officer, employees, and parties requiring information.</li><li>• Prepare the APP from the consolidated PPMPs submitted by the various PMOs and end-user units of the Procuring Entity, to make them available for review as indicated in the relevant section of RA 9184 or RA 12009;</li><li>• Make arrangements for the pre-procurement and pre-bid conferences and bid openings;</li><li>• Act as the central channel of communications for the BAC with the end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public;</li><li>• Assist the BAC in preparing drafts of BAC resolutions; and</li><li>• Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).</li><li>• Ensure that all procurements undertaken by the Procuring Entity are properly documented, to provide an audit trail of the procurement process.</li></ul></li><li>4. Prepare the procurement documents, i.e., purchase orders, job orders, contracts, and their attachments, for processing by the Budget, Accounting, Legal and Finance Offices, and routing to the signing and approving authorities.</li><li>5. Monitor the status of the procurements routed for approval, and cause the correction of any formal deficiencies in the said procurement documents to facilitate action on the part of the approving authorities.</li><li>6. Create, maintain, and update the registry of suppliers, contractors, and consultants.</li><li>7. Create, maintain, and update a price monitoring list, if one is maintained by the Procuring Entity.</li><li>8. Provide assistance to the End-User and Technical Working Group in the conduct or market study/survey in determining the Approved Budget of the Contract.</li></ol>	



Republic of the Philippines  
DON HONORIO VENTURA STATE UNIVERSITY  
Villa de Bacolor, Pampanga

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### REQUIREMENTS

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](mailto:recruitment@dhvsu.edu.ph):

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](http://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); and
9. Letter of Intent addressed to the University President.

Deadline of submission: **JUNE 14, 2025 (5:00 PM)**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

