



# NOTICE OF VACANCY



Office/Campus	Management Information Systems Office
Unit	-

<b>POSITION PROFILE</b>	
Position: <b>Information Officer II</b>	Salary Grade: <b>15</b> Monthly Salary: <b>Php 40,208.00</b>
Item No.: <b>DHVCATB-INFO2-54-2022</b>	Employment Status: <b>Permanent</b>
<b>QUALIFICATIONS</b>	
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>
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Responsible in developing media campaign materials and media content suitable for print and digital platforms.</li><li>2. Develop concepts for media production, audio-visual presentations, graphics, and layouts for university publications, and website, among others.</li><li>3. Assist in developing and implementing communication strategies to enhance the public image of the university.</li><li>4. Cover agency-initiated events and activities, as well as other external events participated in by university officials and staff.</li><li>5. Perform other related functions as may be assigned by the immediate supervisor.</li></ol>	
<b>REQUIREMENTS</b>	
<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.

