



NOTICE OF VACANCY



Office/Campus	Planning and Development Office
Unit	-

POSITION PROFILE	
Position: Planning Officer I	Salary Grade: 11 Monthly Salary: Php 30,024.00
Item No.: DHVCATB-PLO1-50-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Evaluate and examine performance monitoring form (DURS) to obtain insights on how processes may be improved to produce excellent output.2. Prepare and submit technical report regarding the evaluation of the quarterly accomplishment report of different offices.3. Conduct performance monitoring and coaching.4. Conduct initial assessment of Office Performance and Commitment and Review (OPCR) Form from different offices as to the accuracy and validity of targets and accomplishments.5. Validate and review submitted SPMS Forms (IPCs, IPCRs, OPCs and OPCR).6. Consolidate data needed for the substantial content of the Annual Report from various offices.7. Check the accuracy of the data for Form A, B, C and E5 submitted to CHED.8. Check the accuracy of the data for SUC Normative Funding Forms submitted to CHED.9. Prepare necessary documents and actions to carry out printing and publishing of finalized and approved report.10. Distribute the University's published Annual Report to various offices.11. Conduct surveys and other data-gathering procedures to ascertain the effectiveness of existing policies.12. Provide technical support during annual review and evaluation of development plans.13. Prepare powerpoint presentation and other needed documents.14. Prepare technical reports and minutes of the meetings in relation to annual review and evaluation of development plans.15. Prepare and revise the APP / PPMP and Budget Proposal of the office.16. Prepare communication letters and manage incoming/outgoing documents for paper dissemination and documentation.	
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.

