



# NOTICE OF VACANCY



Office/Campus	Office of Physical Plant and Facilities
Unit	-

<b>POSITION PROFILE</b>	
Position: <b>Project Development Officer I</b>	Salary Grade: <b>11</b> Monthly Salary: <b>Php 30,024.00</b>
Item No.: <b>DHVCATB-PDO1-50-2022</b>	Employment Status: <b>Permanent</b>
<b>QUALIFICATIONS</b>	
Education:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>None required</b>
Training:	<b>None required</b>
Eligibility:	<b>Career Service (Professional) / Second Level Eligibility</b>
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Provide project management services to implementing agencies (IAs)/local government units (LGUs) in the following:<ul style="list-style-type: none"><li>• Supervision of and coordination with consultants/transaction advisors;</li><li>• Preparation/review of Project Concept Notes/Rapid Assessment Report;</li><li>• Preparation/review of Business Cases/Pre-Feasibility Studies, and/or Feasibility Studies, and ICC Project</li><li>• Evaluation Forms/other project related documents for approval;</li><li>• Preparation of Transaction Documents and Bidding Process;</li><li>• Evaluation of Unsolicited Proposals;</li><li>• Bidding Process, including Competitive Challenge for Unsolicited Proposals; and</li></ul></li><li>2. Facilitate turnover of project documents to the Project Monitoring Division for awarded projects including provision of assistance for information requests regarding the projects.</li><li>3. Coordinate with IAs/LGUs and Approval Bodies pertinent to PPP project development/ approval/procurement.</li><li>4. Monitor progress, timetable, and milestones of PPP projects.</li><li>5. Conduct research as input to the development of PPP projects.</li><li>6. Conduct studies related to projects and special topics as directed by the immediate supervisor.</li><li>7. Prepare reports, communication, and other correspondences.</li><li>8. Prepare presentation materials and act as resource speakers for capacity building activities.</li><li>9. 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.

