



NOTICE OF VACANCY



Office/Campus	Office of Physical Plant and Facilities
Unit	-

POSITION PROFILE	
Position: Project Development Officer II	Salary Grade: 15 Monthly Salary: Php 40,208.00
Item No.: DHVCATB-PDO2-51-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Initiate and/or support the development of infrastructure projects by various offices and departments of the university in accordance with the approved priority areas.2. Coordinate the design and formulation of technical specifications.3. Evaluate infrastructure projects proposed by various offices/departments according to technical and economic feasibility and prescribed standards.4. Formulate POW, bar charts, s-curve, cash flow, and other documents needed for project planning.5. Undertake major project development activities including pre-construction meeting with the contractors before the commencement of the project.6. Review the progress of projects under implementation against set standards, objectives, and schedules including site visitation/inspection, implementation of safety and health standards at site, evaluation of progress billing/SWA submitted by the contractor.7. Perform other related functions as 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.

