



NOTICE OF VACANCY



Office/Campus	Research Management Office
Unit	-

POSITION PROFILE	
Position: Supervising Education Program Specialist	Salary Grade: 22 Monthly Salary: Php 78,162.00
Item No.: DHVCATB-SVEPS-22-2010	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor’s degree relevant to the job
Experience:	3 years of relevant experience
Training:	16 hours of relevant training
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<div>1. Oversee the strategic path and daily operations of the Artificial Intelligence and Machine Learning research center.</div> <div>2. Facilitate interdisciplinary collaboration among faculty in AI and engineering projects.</div> <div>3. Ensure compliance with institutional policies and funding agency requirements.</div> <div>4. Promote the center’s research outputs through publications and presentations at national and international conferences as well as utilization of the research outputs.</div> <div>5. Publish one (1) completed research output a year in Computer Science, Engineering, Artificial Intelligence in an indexed/refereed journal.</div> <div>6. Present one (1) completed research output a year in a reputable International Research Conference.</div>	
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> <div>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;</div> <div>2. Performance rating in the last rating period;</div> <div>3. Photocopy of certificate of eligibility/rating/license;</div> <div>4. Photocopy of certificate of trainings/seminars;</div> <div>5. Photocopy of outstanding accomplishments;</div> <div>6. Photocopy of Transcript of Records;</div> <div>7. Photocopy of Diploma;</div> <div>8. Work Experience Sheet (for positions requiring relevant experience); and</div> <div>9. Letter of Intent addressed to the University President.</div>	
Deadline of submission: JUNE 14, 2025 (5:00 PM)	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

