



# NOTICE OF VACANCY



Office/Campus	<b>Research Management Office</b>
Unit	-

POSITION PROFILE	
Position: <b>Supervising Education Program Specialist</b>	Salary Grade: <b>22</b> Monthly Salary: <b>Php 74,836.00</b>
Item No.: <b>DHVCATB-SVEPS-22-2010</b>	Employment Status: <b>Permanent</b>
QUALIFICATIONS	
Education:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>3 years of relevant experience</b>
Training:	<b>16 hours of relevant training</b>
Eligibility:	<b>Career Service (Professional)/Second Level Eligibility</b>
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> <li>Oversee the strategic path and daily operations of the Artificial Intelligence and Machine Learning research center.</li> <li>Facilitate interdisciplinary collaboration among faculty in AI and engineering projects.</li> <li>Ensure compliance with institutional policies and funding agency requirements.</li> <li>Promote the center's research outputs through publications and presentations at national and international conferences as well as utilization of the research outputs.</li> <li>Produce one (1) completed research output a year in Computer Science, Engineering, Artificial Intelligence in an indexed journal.</li> <li>Publish one (1) completed research output a year in Computer Science, Engineering, Artificial Intelligence in an indexed journal.</li> <li>Present one (1) completed research output a year in a reputable International Research Conference.</li> <li>Perform other related tasks as may be assigned by the immediate supervisor.</li> </ol>	
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 <a href="mailto:HR@dhsu.edu.ph">HR@dhsu.edu.ph</a>:</p> <ol style="list-style-type: none"> <li>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>Performance rating in the last rating period;</li> <li>Photocopy of certificate of eligibility/rating/license;</li> <li>Photocopy of certificate of trainings/seminars;</li> <li>Photocopy of outstanding accomplishments;</li> <li>Photocopy of Transcript of Records;</li> <li>Photocopy of Diploma;</li> <li>Work Experience Sheet (for positions requiring relevant experience); and</li> <li>Letter of Intent addressed to the University President.</li> </ol> <p>Deadline of submission: <b>January 24, 2025 (5:00 PM)</b></p>	

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

