



NOTICE OF VACANCY



Office/Campus	Office of the University President
Unit	Internal Audit Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 18,957.00
Item No.: DHVCATB-ADA6-40-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of two years studies in college
Experience:	None required
Training:	None required
Eligibility:	Career Service (Sub-professional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Encode audit-related documents such as audit schedules, reports, and correspondences. 2. Maintain and organize office files, including audit working papers and official communications. 3. Support the enhancement of management controls to ensure achievement of control objectives. 4. Handle routine office communications such as answering calls, receiving memos, and coordinating appointments. 5. Develop skills in dealing with people and effectively communicating audit findings, recommendations, and related issues. 6. Assist in the safekeeping and retrieval of audit reports and confidential records. 7. Support the team in coordinating with other offices in securing audit requirements. 8. Maintain internal audit records. 9. 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); and 9. 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.

