



# NOTICE OF VACANCY



Office/Campus	<b>Office of the Executive Vice President</b>
Unit	-

POSITION PROFILE	
Position: <b>Administrative Assistant III (Secretary II)</b>	Salary Grade: <b>9</b> Monthly Salary: <b>Php 23,226.00</b>
Item No.: <b>DHVCATB-ADAS3-12-2022</b>	Employment Status: <b>Permanent</b>
QUALIFICATIONS	
Education:	<b>Completion of two years studies in college</b>
Experience:	<b>1 year of relevant experience</b>
Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Career Service (Sub-professional) / First Level Eligibility</b>
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> <li>1. Receive and record incoming and outgoing files for approval of the Executive Vice President such as correspondence, memoranda, reports, and other related documents received/released by the office.</li> <li>2. Reproduce and distribute memoranda, reports, and other documents.</li> <li>3. File and safekeep documents of the EVP office that are confidential in nature.</li> <li>4. Provide reception duties at the office by assisting visitors/guests and answering inquires as well as directing people to appropriate offices.</li> <li>5. Monitor and coordinate the schedule of the Executive Vice President to other university officials.</li> <li>6. Perform other tasks that 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: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.**

