



# NOTICE OF VACANCY



Office/Campus	<b>Administrative Services Office</b>
Unit	-

<b>POSITION PROFILE</b>	
Position: <b>Administrative Officer I (Records Officer I)</b>	Salary Grade: <b>10</b> Monthly Salary: <b>Php 25,586.00</b>
Item No.: <b>DHVCATB-ADOF1-30-2022</b>	Employment Status: <b>Permanent</b>
<b>QUALIFICATIONS</b>	
Education:	<b>Bachelor's degree</b>
Experience:	<b>None required</b>
Training:	<b>None required</b>
Eligibility:	<b>Career Service (Professional) / Second Level Eligibility</b>
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Create &amp; maintain databases to ensure quick retrieval of information.</li> <li>2. Develop record distribution and storage policies.</li> <li>3. Audit the information that is created and stored within the office.</li> <li>4. Analyze the information needs and develop procedures to ensure these requirements are met by the office.</li> <li>5. Refer to policy &amp; legislative requirements to determine the length of time the office records are kept.</li> <li>6. Facilitate the transition from paper to electronic management systems.</li> <li>7. Provide the necessary support to ensure the accountability, transparency and regulatory requirements are met.</li> <li>8. Perform other tasks that may be assigned by the immediate supervisor.</li> </ol>	
<b>REQUIREMENTS</b>	
<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@dhsu.edu.ph">recruitment@dhsu.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.**

