Office/Campus	**Management Information Systems Office**
Unit	-

POSITION PROFILE	
Position: **Computer Maintenance Technologist I**	Salary Grade: **11** Monthly Salary: **Php 30,024.00**
Item No.: **DHVCATB-CTMT1-53-2022**	Employment Status: **Permanent**

QUALIFICATIONS	
Education:	**Bachelor's degree relevant to the job**
Experience:	**None required**
Training:	**None required**
Eligibility:	**Career Service (Professional) / Second Level Eligibility**

DUTIES AND RESPONSIBILITIES

1. Perform tasks using the university enrollment system (e.g. ID profiling & printing, class scheduling).
2. Maintain and troubleshoot the university network connections.
3. Assemble and install computer equipment.
4. Repair and troubleshoot computer equipment's system and application software.
5. Design graphical illustrations to be used for different purposes like tarpaulins, invitations, backdrop, announcements, etc.
6. Perform other related functions as may be assigned by the immediate supervisor.

REQUIREMENTS

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:

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.

Deadline of submission: **JUNE 14, 2025 (5:00 PM)**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

recruitment@dhvsu.edu.ph
DHVSU - Human Resources
www.dhvsu.edu.ph

DHVSU offers equal employment opportunity to all applicants regardless of age, sex, color, religion, disability, ethnicity, gender preference, race, income, class, political affiliation or any other characteristics protected by law.