



NOTICE OF VACANCY



Office/Campus	Management Information Systems Office
Unit	-

POSITION PROFILE	
Position: Information Officer I	Salary Grade: 11 Monthly Salary: Php 30,024.00
Item No.: DHVCATB-INFO1-53-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Assist in the preparation of all publication materials of the university. 2. Assist in the development of creative media and collateral materials (i.e. posters, infographics, publication materials, advocacy materials, etc.). 3. Create audio-visual presentations and university newsletters. 4. Assist in covering agency-initiated events and activities, as well as other external events participated in by university officials and staff. 5. Performs 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.

