

Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO
must be in MS Excel format

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED
KRISTINE M. ESTORQUE
SR. HR SPECIALIST
DATE: 10/7/19 TIME: 9:39 AM

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled at the Carlos Hilado Memorial State College in the CSC website.

VIOLA D. MONGCAL
HRMO III

Date: October 4, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV	CHMSCB-ADA4-17-2004	4	13214	Completion of 2 years studies in College (Preferably BS Degree holder)	4 hours of relevant training	1 year of relevant experience	Career Service Sub- Professional (First Level Eligibility)	N/A	Cashier's Office - Talisay Campus
2	Administrative Aide VI	CHMSCB-ADA6-25-2004	6	14847	Completion of 2 years studies in College (Preferably BS Degree holder)	4 hours of relevant training	1 year of relevant experience with good writing and oral communication skills	Career Service Sub- Professional (First Level Eligibility)	N/A	CAO Office - Talisay Campus

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 20, 2019**.

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 (if applicable);
3. Original copy of authenticated certificate of eligibility/rating/license; and
4. Original copy of Transcript of Records and Diploma ((Certification, Authentication and Verification (CAV)) .

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VIOLA D. MONGCAL
HRMO III
Carlos Hilado Memorial State College
Mabini St., Talisay City, Negros Occidental
hrmo@chmsc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.