

BULLETIN OF VACANCY

CHMSU IS LOOKING
FOR A POSITION OF

LEGAL ASSISTANT III

CHMSCB-LEA3-33-2023

SG:14, MONTHLY SALARY: Php 33,843.00

PLACE OF ASSIGNMENT

CHMSU Talisay Campus (Internal Audit Unit)

QUALIFICATIONS

- BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
- 8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
- 1-year experience in legal work such as preparation and pleadings, legal memoranda or legal research
- Career Service (Professional) Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form N. 212, Revised 2017) which can be downloaded at 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 address their application to:

NORBERTO P. MANGULABNAN, PhD
SUC President III
Carlos Hilado Memorial State University
Mabini Street, Barangay Zone 1, Talisay City, Negros Occidental

Hand in or send through courier/email their application to:
hrmo.recruitment@chmsu.edu.ph

Recruitment portal:
recruitment.chmsu.edu.ph/applicant/login.php

Application Period: August 15 to 31, 2023

Application with incomplete documents **SHALL NOT BE ENTERTAINED.**

Carlos Hilado Memorial State University

Transforming lives and shaping dreams for a sustainable world



BULLETIN OF VACANCY

CHMSU IS LOOKING
FOR A POSITION OF

INTERNAL AUDITOR III

CHMSCB-IAUD3-37-2023

SG:18, MONTHLY SALARY: Php 46,725.00

PLACE OF ASSIGNMENT

CHMSU Talisay Campus (Internal Audit Unit)

QUALIFICATIONS

- Bachelor's degree relevant to the job
- 8 hours of relevant training
- 2 years of relevant experience
- Career Service (Professional) Second Level Eligibility

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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)).

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BULLETIN OF VACANCY

CHMSU IS LOOKING FOR A POSITION OF **INTERNAL AUDITOR II**

CHMSCB-IAUD2-36-2023

SG:15, MONTHLY SALARY: Php 36,619.00

PLACE OF ASSIGNMENT

CHMSU Talisay Campus (Internal Audit Unit)

QUALIFICATIONS

- Bachelor's degree relevant to the job
- 4 hours of relevant training
- 1 year of relevant experience
- Career Service (Professional) Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form N. 212, Revised 2017) which can be downloaded at csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
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BULLETIN OF VACANCY

CHMSU IS LOOKING
FOR A POSITION OF

ATTORNEY IV

CHMSCB-ATY4-35-2023

SG:23, MONTHLY SALARY: Php 80,003.00

PLACE OF ASSIGNMENT

CHMSU Talisay Campus (Legal Unit)

QUALIFICATIONS

- Bachelor of Laws
- 8 hours of relevant training
- 2 years of relevant experience
- RA 1080 eligibility

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below:

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BULLETIN OF VACANCY

CHMSU IS LOOKING
FOR A POSITION OF

ADMINISTRATIVE ASSISTANT III

CHMSCB-ADAS3-21-2023

SG:9, MONTHLY SALARY: Php 21,211.00

PLACE OF ASSIGNMENT

CHMSU Talisay Campus (Office of the Vice President for Administration and Finance)

QUALIFICATIONS

- Completion of two-year studies in college or high school graduate with relevant vocational/trade course
- 4 hours of relevant training
- 1 year of relevant experience
- Career Service (Sub-Professional) First Level Eligibility

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below:

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