

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



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.

OCT 05 2020

VIOLA D. MONGCAL
HRMO III

Date: October 5, 2020

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 Officer II	CHMSCB-ADOF2-1-2009	11	22316	Bachelor of Science in Accountancy (preferably with Masteral units)	4 hours of relevant traing	1 year relevant experience preferably in gov't accounting	Career Service Professional (Second Level Eligibility)	N/A	Accounting Office - Talisay Campus
2	Administrative Aide III	CHMSCB-ADA3-1-2013	3	13019	Completion of two-year studies in college (preferably BS graduate)	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)	N/A	Cashier's Office - Fortune Towne 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, 2020**.

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.