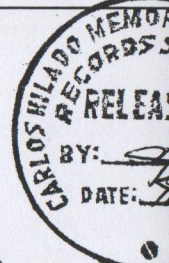


Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
Request for Publication of Vacant Positions

RECEIVED
ESPER HERMINIO G. LEGASTE
HR SPECIALIST I
DATE: 22 APR 2019 TIME: 2:15



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: April 22, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Plac Assign
					Education	Training	Experience	Eligibility	Competency applicable (if applicable)	
1	Administrative Assistant II	CHMSCB-ADAS2-24-2011	8	16758	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)	Core Organizational	Registrar's Office 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 **May 14, 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.