



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

ESPER HERMINO G. LEGASTE
HR SPECIALIST I

DATE: JAN 09 2018 TIME: 10:10

DR. RENATO M. SOROLLA
SUC President II

Date: JAN 05, 2018

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Carlos Hilado Memorial State College in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place Assignm
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV	CHMSCB-ADA4-19-2004	4	152,088.00	Completion of Two (2) years studies in college	None Required	None Required	Career Service Subprofessional (First level eligibility)	*Organizational Commitment *Integrity *Quality Service Focus * Fostering Teamwork *Stewardship of Resources	CHMSC - Binalbaga Campus
2	Administrative Aide III	CHMSCB-ADA3-46-2011 CHMSCB-ADA3-48-2011	3	142,968.00	Completion of Two (2) years studies in college	None Required	None Required	Career Service Subprofessional (First level eligibility)	*Organizational Commitment *Integrity *Quality Service Focus *Teamwork *Stewardship of Resources	CHMSC - Alijis Camp

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 **January 25, 2018**.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

Dr. Renato M. Sorolla
SUC President II
Carlos Hilado Memorial State College
Mabini St., Talisay City, Negros Occidental
hrmo@chmsc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.