

CS Form No. 9
Revised 2025

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the Carlos Hilado Memorial State University:

Electronic copy to be submitted to the CSC FO

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

ESPER HERMINIO G. LEGASTE
15 AUG 2025
TIME: 11:23

RAZEL MAE R. DETABLAN, MBA-HRM
Administrative Officer V/HRMO III

Date: August 15, 2025

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Assistant III	CHMSCB-ADASS-20- 2023	9	23226	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	* Computer Skills / Technology Adept * Meticulous attention to detail * Interpersonal Skills * Filing management skills * Basic Data Management and Effective document custody, management and disposal * Service Delivery * Written and Oral Communication Skills is a plus factor	VPAA Office - Talisay Campus

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **August 29, 2025**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOEP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:

NORBERTO P. MANGULABNAN, PhD.
SUC President III
Mabini St., Talisay City, Negros Occidental
hrmo.recruitment@chmssu.edu.ph / (034) 712-0005 local 108

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

008149

CARLOS HILADO MEMORIAL STATE UNIVERSITY
RECORDS MANAGEMENT OFFICE

RECEIVED
BY: *[Signature]*
DATE: AUG 15 2025 11:23

