

CS Form No. 9
Revised 2025

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

To: CIVIL SERVICE COMMISSION (CSC)

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

008555
CARLOS HILADO MEMORIAL STATE UNIVERSITY
RECORDS MANAGEMENT OFFICE

BY: 
DATE: AUG 28 2025 TIME: 11:08 AM



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:

(Sgd.)RAZEL MAE R. DETABLAN, MBA-HRM
Administrative Officer VI/HRMO III

Date: August 28, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency / Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Guidance Counselor I	CHMSCB-GUIDC1-1-2002	11	30024	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Registered Guidance Counselor)	*Preferably with 4 hours of relevant training *Preferably with 1 year of relevant experience *With updated PRC License *Knowledge in guidance & counseling and students admission *Excellent oral & written communication skills *Rapport building *Confidentiality	CHMSU-Binaabagan Campus (Guidance Office)

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 **September 12, 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 (EOP).*

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., Taisay City, Negros Occidental

hrmo_recruitment@chmsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.