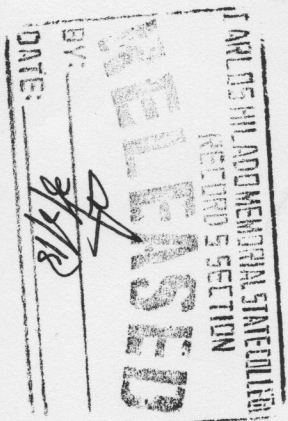




Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Talisay City, Negros Occidental

**BULLETIN OF VACANCIES**  
**February 27, 2018**

CHMSC-HRMO-001



The College is in need of a Contract of Service Worker (Job Order):

UNIT/OFFICE	QUANTITY	MINIMUM REQUIRED EDUCATIONAL NOTIFICATIONS
CTT – Graduate School Office (Talisay Campus)	1 Office Clerk (1 replacement)	Male or Female <ul style="list-style-type: none"> <li>○ Graduate of any 4 year course</li> <li>○ Computer Literate</li> <li>○ Flexible and can work under pressure</li> <li>○ With good interpersonal relationship</li> </ul>
College Library (Talisay Campus and Fortune Towne)	3 Library Clerk (3 replacement)	Male or Female <ul style="list-style-type: none"> <li>○ College graduate and computer literate</li> <li>○ Preferably with working experience in the library</li> <li>○ Personally neat and orderly</li> <li>○ Industrious and honest</li> </ul>
External Affairs (Talisay Campus)	1 Office Clerk (Secretary) (new)	Male or Female <ul style="list-style-type: none"> <li>○ Graduate of any 4 year course</li> <li>○ Computer Literate</li> <li>○ Flexible and can work under pressure</li> <li>○ With good interpersonal relationship</li> </ul>

Effective Date: May 23, 2017

REV: 1

JAN 05 HIL ADD MEMORIAL STATE  
 RECORDS SECTION  
 RELEASED  
 BY: [Signature]  
 DATE: 3/2/16

HRM Office (Talisay Campus)	2 (1 Office Clerk, 1 Acctg. Clerk) (2 replacement)	Male or Female <input type="checkbox"/> Graduate of BS Accountancy/Accounting Technology <input type="checkbox"/> Computer Literate <input type="checkbox"/> Honest and with excellent work attitude. <input type="checkbox"/> Willing to render extended service.
Assessment Office (Talisay Campus)	1 Office Clerk (1 replacement)	Male or Female <input type="checkbox"/> Graduate of accounting related courses <input type="checkbox"/> Computer Literate <input type="checkbox"/> Flexible and can work under pressure <input type="checkbox"/> With good interpersonal relationship
BAC Office (Talisay Campus)	1 Office clerk (1 replacement)	Male or Female <input type="checkbox"/> Graduate of any 4 year course <input type="checkbox"/> Computer Literate <input type="checkbox"/> Flexible and can work under pressure <input type="checkbox"/> With good interpersonal relationship
Records Office (Talisay Campus)	1 Office Clerk (1 replacement)	Male or Female <input type="checkbox"/> Graduate of Bachelor of Science in Information System or other related courses <input type="checkbox"/> Flexible and can work under pressure <input type="checkbox"/> With good interpersonal relationship <input type="checkbox"/> Knowledgeable in computer application
COED – Dean's Office (Talisay Campus)	1 Office Clerk (1 replacement)	Male or Female <input type="checkbox"/> Graduate of Bachelor of Science in Information System or other related courses <input type="checkbox"/> Flexible and can work under pressure <input type="checkbox"/> With good interpersonal relationship <input type="checkbox"/> Knowledgeable in computer application
COA Office (Talisay Campus)	1 Office Clerk (1 replacement)	Male or Female <input type="checkbox"/> Graduate of Accounting related courses <input type="checkbox"/> Flexible and can work under pressure <input type="checkbox"/> With good interpersonal relationship <input type="checkbox"/> Knowledgeable in computer application

CARLOS HILADO MEMORIAL STATE COLLEGE  
 RECORDS SECTION  
 RECEIVED  
 DATE: 3/21/18


Dental Office (Talisay Campus)	1 Office Clerk (1 replacement)	Male or Female <ul style="list-style-type: none"> <li>Graduate of any 4 year course</li> <li>Computer Literate</li> <li>Flexible and can work under pressure</li> <li>With good interpersonal relationship</li> </ul>
Research Office (Talisay Campus)	1 Office Clerk (1 replacement)	Male or Female <ul style="list-style-type: none"> <li>Graduate of any 4 year course</li> <li>Computer Literate</li> <li>Flexible and can work under pressure</li> <li>With good interpersonal relationship</li> </ul>
Business Affairs Office (Talisay Campus)	1 Homotel Personnel (1 new)	Male or Female <ul style="list-style-type: none"> <li>A graduate of Bachelor of Science in Hotel and Restaurant Management and its equivalent</li> <li>Must have a work experience in Hotel and Restaurant establishment</li> <li>Must have a Housekeeping Training Experience</li> </ul>
ICT Office (Talisay Campus & Fortune Towne Campus)	2 Computer Technician (1 new and 1 replacement)	Male <ul style="list-style-type: none"> <li>Must at least be a graduate of four (4) years IT course related to the job requirements</li> <li>Must be knowledgeable in installing and configuring computer hardware, software system, networks, printers and scanners</li> <li>Must have knowledge in planning and undertaking scheduled maintenance upgrades</li> <li>Responding to breakdowns</li> </ul>
ICT Office (Fortune Towne Campus)	1 Laboratory Assistant (1 new)	Male or Female <ul style="list-style-type: none"> <li>Graduate of any 4 year course</li> <li>Computer Literate</li> <li>Flexible and can work under pressure</li> <li>With good interpersonal relationship</li> </ul>

Executive Directors Office (Fortune Towne Campus)	1 Maintenance Personnel (1 replacement)	Male • Has NC II or related eligibility • Skills in Electrical and Plumbing
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OFFICE OF THE PRESIDENT  
RECORDS SECTION  
2018  
DATE: 2/1/18

GUIDELINES:	LIST OF REQUIREMENTS
1. Applicants must indicate in their application letter the position they are applying for. 2. Interested applicants must submit his/her application with attached credentials to the Records Office until <b>5:00PM of March 13, 2018.</b>	1. Application Letter addressed to : <b>DR. RENATO M. SOROLLA</b> <b>SUC President II</b> <b>Carlos Hilado Memorial State College</b> 2. Resume/ Biodata with 2X2 picture 3. Attached all Credentials: a. Transcript of Records/Diploma b. Licenses/Eligibility c. Relevant Trainings / Seminars attended d. Employment Certificate / Service Record if already employed

Prepared by:

  
**VIOLA D. MONGGAL**  
 HRMO III

APPROVED:

  
**RENATO M. SOROLLA, Ph.**  
 SUC President II