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

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DEC 06 2024

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED
EMMY LOU G. TIQUISON
SPECIAL INVESTIGATOR II
DATE: DEC 06 2024 TIME: 4:06 pm

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

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 University in the CSC website.

Date: December 6, 2024

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 (if applicable)	
1	Information Officer III	CHMSCB-INFO3-40-2023	18	49015	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree in Communications, Public Relations, Journalism, or allied/related fields * Exceptional Written and Oral Communication Skills * Public Speaking and Interpersonal Skills * Presentation Skills (Advanced) * Influencing and Building Relationships * Computer Skills / Technology Adept / Desktop Publishing Skills * Service Delivery * Tasks Management Planning and Implementation skill 	Center for Internationalization and External Relations - Talisay Campus
2	Accountant II	CHMSCB-A2-2-2024	16	41616	Bachelor's degree in Commerce / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA1080 (CPA)	<ul style="list-style-type: none"> * Knowledge on the policies of government oversight agencies (e.g. DBM, COA, BIR, CHED etc.) * Capability of learning, updating and researching the applicable laws, rules and regulations as basis for reviewing, analyzing and recording financial transactions duly supported by the appropriate documents * Collaborative linking with budgeting for proper financial monitoring and control * Planning, organizing, and work load assessment * Oral and Written Communications (Superior) * Problem-solving and decision-making skills and group discussion management (Recommendatory Level) * Analytical thinking (for effective generation of financial management information) * Proficiency in oral and communication skills is a plus factor * Technology Adept 	Accounting Section - Alijis Campus
3	Accountant II	CHMSCB-A2-3-2024	16	41616	Bachelor's degree in Commerce / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA1080 (CPA)	<ul style="list-style-type: none"> * Knowledge on the policies of government oversight agencies (e.g. DBM, COA, BIR, CHED etc.) * Capability of learning, updating and researching the applicable laws, rules and regulations as basis for reviewing, analyzing and recording financial transactions duly supported by the appropriate documents * Collaborative linking with budgeting for proper financial monitoring and control * Planning, organizing, and work load assessment * Oral and Written Communications (Superior) * Problem-solving and decision-making skills and group discussion management (Recommendatory Level) * Analytical thinking (for effective generation of financial management information) * Proficiency in oral and communication skills is a plus factor * Technology Adept 	Accounting Section - Fortune Towne Campus

4	Administrative Officer IV	CHMSCB-ADOF4-4-2024	15	38413	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Have a strong understanding of HRIS software and databases * Proficient in using HR software, such as HRIS, HRMS (Human Resource Management System), data analysis, report generation and other relevant tools * Excellent in Written and Oral Communication Skills * Management skills and knowledge in System Administration. * Problem-Solving to identify issues and find solutions quickly * Advance knowledge of the 4 pillars of PRIME HRM (Competency-based Recruitment, Selection and Promotion; Strategic Performance Management System; Rewards and Recognition; and Learning and Development. * Advance knowledge in ARTA, QMS and Strategic Planning * Adept in System Improvement and Change Management * Able to interpret and explain CSC regulations and policies is a plus factor 	Human Resource Management Office - Alijis Campus
5	Administrative Officer IV	CHMSCB-ADOF4-5-2024	15	38413	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Have a strong understanding of HRIS software and databases * Proficient in using HR software, such as HRIS, HRMS (Human Resource Management System), data analysis, report generation and other relevant tools * Excellent in Written and Oral Communication Skills * Management skills and knowledge in System Administration. * Problem-Solving to identify issues and find solutions quickly * Advance knowledge of the 4 pillars of PRIME HRM (Competency-based Recruitment, Selection and Promotion; Strategic Performance Management System; Rewards and Recognition; and Learning and Development. * Advance knowledge in ARTA, QMS and Strategic Planning * Adept in System Improvement and Change Management * Able to interpret and explain CSC regulations and policies is a plus factor 	Human Resource Management Office - Fortune Towne Campus
6	Administrative Officer IV	CHMSCB-ADOF4-6-2024	15	38413	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Financial management skills focusing on the attainment of higher goals (based on existing guidelines and desirable models that may be adopted) * Knowledge of budgeting principles and practical concepts * Capability of familiarizing and internalizing the Philippine Public Financial Management Reform Roadmap * Leadership and mentoring skills (Knowledge or capability of learning concepts in SPMS) * Monitoring and evaluation management skills * Knowledge or capability of learning the SPMS * Capable of correlating Univeristy goals with international ranking systems through effective budget monitoring and evaluation strategies and instruments * Meticulous attention to details in analytical process and information dissemination * Written and Oral Communication Skills * Technology adept 	Budget Section - Alijis Campus

7	Administrative Officer IV	CHMSCB-ADOF4-7-2024	15	38413	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Financial management skills focusing on the attainment of higher goals (based on existing guidelines and desirable models that may be adopted) * Knowledge of budgeting principles and practical concepts * Capability of familiarizing and internalizing the Philippine Public Financial Management Reform Roadmap * Leadership and mentoring skills (Knowledge or capability of learning concepts in SPMS) * Monitoring and evaluation management skills * Knowledge or capability of learning the SPMS * Capable of correlating University goals with international ranking systems through effective budget monitoring and evaluation strategies and instruments * Meticulous attention to details in analytical process and information dissemination * Written and Oral Communication Skills * Technology adept 	Budget Section - Fortune Towne Campus
8	Administrative Officer III	CHMSCB-ADOF3-9-2024	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Knowledge of Cash Management rules and regulations (internal controls) * Knowledge of Revenue Collection Policies and Targets (collection efficiency analysis) * Knowledge of Accounts Receivable aging and other related issues relative to collection and targets * Knowledge of processes in relation to document trailing and accounting for outstanding checks and Accountable Forms * Basic records management, filing, and reporting (capable of maintaining database for the 4 campuses) * Proficiency in written and oral communication skills * Interpersonal Skills * Computer Skills/Technology Adept * Stress Management Skills * Basic Analytical and Problem-solving and Decision-Making Skills (Recommendatory level) 	Cash Management Section - Fortune Towne Campus
9	Administrative Officer II	CHMSCB-ADOF2-11-2024	11	28512	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and with 4 hours of relevant training * Knowledge on Leave Administration and Service Record * Excellent in Written and Oral Communication Skills * Problem-Solving to identify issues and find solutions quickly * Knowledge of the 4 pillars of PRIME HRM (Competency-based Recruitment, Selection and Promotion; Strategic Performance Management System; Rewards and Recognition; and Learning and Development) * Knowledge in ARTA, QMS and Strategic Planning * Adept in System Improvement and Change Management * 201 filing management skills 	Human Resource Management Office - Fortune Towne Campus

10	Administrative Officer II	CHMSCB-ADOF2-17-2004	11	28512	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Knowledge on ISO 9001:2015 and ISO 9901:2015 Internal and External Audit * Knowledge on SUC Levelling, Certificate of Program Compliance (COPC) Accreditation * Knowledge on AACUP Accreditation, ASEAN University Network (AUN), Quality Assurance - Programme Assessment, and Intitutional Sustainability Assessment (ISA) * Knowledge of government rules and regulations (resourceful in researching/culling out relevant law, rules and regulations) * Planning, Organizing and Delivering * Presentation Skill * Meticulous attention to detail * Proficient in Oral and Written Communications * Computer Skills / Technology Adept * Risk Management Assessment (Root Cause Analysis) 	Quality Management Office - Talisay Campus
11	Administrative Officer I	CHMSCB-ADOF1-12-2024	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Ability to apply and adapt records management standards related to the cycle of records * Knowledge on R.A. 10173 (Data Privacy Act of 2012) and Freedom of Information (FOI) Bill, ISO 9001:2015 and Quality Management System * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented 	Records Management Office - Alijis Campus
11	Administrative Officer I	CHMSCB-ADOF1-13-2024	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Knowledge of Agency Procurement Request, Contract Preparation, Property Management, and Annual Inventory Report * Knowledge on ISO 9001:2015 and Quality Management System * Process Orientation * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented 	Property and Supply Management Office - Alijis Campus
12	Administrative Officer I	CHMSCB-ADOF1-14-2024	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Knowledge of Agency Procurement Request, Contract Preparation, Property Management, and Annual Inventory Report * Knowledge on ISO 9001:2015 and Quality Management System * Process Orientation * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented 	Property and Supply Management Office - Fortune Towne Campus

13	Administrative Assistant III	CHMSCB-ADAS3-15-2024	9	22219	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Basic knowledge on reconciliation and document trailing * Basic Knowledge of accounting principles and practical concepts * Basic technology proficiencies * Meticulous attention to detail * Interpersonal Skills * Capability of relating processes with routing of documents * Basic filing management * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Accounting Section - Alijis Campus
14	Administrative Assistant III	CHMSCB-ADAS3-16-2024	9	22219	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Basic knowledge on reconciliation and document trailing * Basic Knowledge of accounting principles and practical concepts * Basic technology proficiencies * Meticulous attention to detail * Interpersonal Skills * Capability of relating processes with routing of documents * Basic filing management * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Accounting Section - Fortune Towne Campus
15	Administrative Assistant II	CHMSCB-ADAS2-17-2024	8	20534	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Knowledge of Cash Management rules and regulations (internal controls) * Knowledge of Accounts Receivable aging and other related issues relative to collection and targets * Written and Oral Communication Skills is a factor * Interpersonal Skills * Computer Skills/Technology adept * Service Delivery * Meticulous/ Attention to Details * Multi-tasker 	Cash Management Section - Alijis Campus
16	Administrative Assistant II	CHMSCB-ADAS2-18-2024	8	20534	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Knowledge of Cash Management rules and regulations (internal controls) * Knowledge of Accounts Receivable aging and other related issues relative to collection and targets * Written and Oral Communication Skills is a factor * Interpersonal Skills * Computer Skills/Technology adept * Service Delivery * Meticulous/ Attention to Details * Multi-tasker 	Cash Management Section - Fortune Towne Campus

17	Administrative Assistant II	CHMSCB-ADAS2-23-2011	8	20534	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Knowledge of Agency Procurement Request, Contract Preparation, Property Management, and Annual Inventory Report * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented 	Supply and Property Management Office - Fortune Towne Campus
18	Administrative Assistant II	CHMSCB-ADAS2-26-2011	8	20534	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Knowledge on legislative requirements and regulations on budgeting * Knowledge on Unified Reporting System (URS) and code updates * Basic knowledge on reconciliation and document trailing * Meticulous attention to Detail * Technology adept / Computer Skills * Interpersonal Skills * Capability of relating processes with routing of documents * Basic filing management * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Budget Section - Fortune Towne Campus
19	Administrative Assistant I	CHMSCB-ADAS1-19-2024	7	19365	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year relevant experience and 4 hours relevant training * Understanding of procurement principles, processes, and regulations * Familiarity with procurement best practices and industry standards is essential * Ability to conduct market research to identify potential suppliers, assess their capabilities, and gather information on pricing, quality, and availability of goods and services * Building and maintaining positive relationships with suppliers to ensure reliable and timely delivery of goods and services. * Developing and implementing procurement strategies to optimize cost savings, quality, and efficiency while minimizing risk * Proficient in using procurement software and tools and other electronic sourcing platforms * Promoting diversity and inclusion in supplier selection and procurement processes where applicable 	Procurement Management Office - Alijis Campus
20	Administrative Assistant I	CHMSCB-ADAS1-20-2024	7	19365	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year relevant experience and 4 hours relevant training * Understanding of procurement principles, processes, and regulations * Familiarity with procurement best practices and industry standards is essential * Ability to conduct market research to identify potential suppliers, assess their capabilities, and gather information on pricing, quality, and availability of goods and services * Building and maintaining positive relationships with suppliers to ensure reliable and timely delivery of goods and services. * Developing and implementing procurement strategies to optimize cost savings, quality, and efficiency while minimizing risk * Proficient in using procurement software and tools and other electronic sourcing platforms * Promoting diversity and inclusion in supplier selection and procurement processes where applicable 	Procurement Management Office - Fortune Towne Campus

21	Administrative Aide VI	CHMSCB-ADA6-21-2024	6	18255	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Office of the Executive Director - Fortune Towne Campus
22	Administrative Aide VI	CHMSCB-ADA6-22-2024	6	18255	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Human Resource Management Office - Alijis Campus
23	Administrative Aide VI	CHMSCB-ADA6-25-2024	6	18255	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Human Resource Management Office - Fortune Towne Campus
24	Administrative Aide VI	CHMSCB-ADA6-23-2024	6	18255	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Records Management Office - Alijis Campus
25	Administrative Aide VI	CHMSCB-ADA6-24-2024	6	18255	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Meticulous Attention to Detail * Multi-tasker (presence of mind) * Interpersonal Skills * Basic filing management skills * Computer Skills/Technology adept * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Budget Section - Alijis Campus

26	Administrative Aide VI	CHMSCB-ADA6-27-2024	6	18255	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Meticulous Attention to Detail * Multi-tasker (presence of mind) * Interpersonal Skills * Basic filing management skills * Computer Skills/Technology adept * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Budget Section - Firtune Towne Campus
27	Administrative Aide VI	CHMSCB-ADA6-26-2024	6	18255	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's Degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Meticulous Attention to Detail * Multi-tasker (presence of mind) * Interpersonal Skills * Basic filing management skills * Computer Skills/Technology adept * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Accounting Section- Fortune Towne 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 **December 20, 2024.**

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:

NORBERTO P. MANGULABNAN, PhD.
SUC President III
Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental
hrmo.recruitment@chmsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.