

To: CIVIL SERVICE COMMISSION (CSC)

08 APR 2025 2:26 pm

CIVIL SERVICE COMMISSION
RECEIVED
OFFICE OF THE CHIEF, PERSONNEL DIVISION

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

003552

RECEIVED

BY: [Signature]
DATE: APR 08 2025 TIME: 3:25

CARLOS HILADO MEMORIAL STATE UNIVERSITY
RECORDS MANAGEMENT OFFICE
RECEIVED
BY: [Signature]
DATE: APR 08 2025

We hereby request the publication of the following vacant positions, which are authorized to be filed at the Carlos Hilado Memorial State University in the CSC website.

NORBERTO P. MANGULABNAN, Ph.D.
SUC President III

Date: April 8, 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 (if applicable)		
1	Administrative Officer V	CHMSCB-ADOF5-3-2024	18	51304	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"> With at least 2 years of supervisory experience Proven leadership and supervising skills Proficiency in communication, organizational, and problem-solving abilities Knowledge of relevant laws, regulations, and best practices in administrative and financial management Proficiency in strategic planning and project management Ability to develop, review, and implement administrative policies and procedure With high ethical standard and professionalism Excellent people skills 	Office of the Executive Director - Aljiss Campus	
2	Administrative Officer V	CHMSCB-ADOF5-1-2024	18	51304	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"> With at least 2 years of supervisory experience Proven leadership and supervising skills Proficiency in communication, organizational, and problem-solving abilities Knowledge of relevant laws, regulations, and best practices in administrative and financial management Proficiency in strategic planning and project management Ability to develop, review, and implement administrative policies and procedure With high ethical standard and professionalism Excellent people skills 	Office of the Executive Director - Binabagan Campus	
3	Administrative Officer V	CHMSCB-ADOF5-2-2024	18	51304	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"> With at least 2 years of supervisory experience Proven leadership and supervising skills Proficiency in communication, organizational, and problem-solving abilities Knowledge of relevant laws, regulations, and best practices in administrative and financial management Proficiency in strategic planning and project management Ability to develop, review, and implement administrative policies and procedure With high ethical standard and professionalism Excellent people skills 	Office of the Executive Director - Fortune Towne Campus	
4	Administrative Officer III	CHMSCB-ADOF3-8-2024	14	37024	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"> Preferably a Licensed Civil Engineer With at least 1 year supervisory experience With experience in managing and overseeing engineering projects With experience in facility and building repair and maintenance With knowledge of engineering design, analysis, and project management Leadership skills to manage and lead maintenance personnel 	PPDM - Aljiss Campus	

5	Administrative Officer III	CHMSCB-ADOF3-10-2024	14	37024	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"> * Preferably a Licensed Civil Engineer * With at least 1 year supervisory experience * With experience in managing and overseeing engineering projects * With experience in facility and building repair and maintenance * With knowledge of engineering design, analysis, and project management * Leadership skills to manage and lead maintenance personnel 	PPDM - Fortune Towne Campus
6	Administrative Assistant II	CHMSCB-ADAS2-24-2011	8	21448	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 - Alijs Campus
7	Administrative Aide VI	CHMSCB-ADA6-30-2024	6	18957	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 * 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 	Cash Management Section - Alijs Campus
8	Administrative Aide VI	CHMSCB-ADA6-24-2023	6	18957	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 	Quality Management Office - Talisey Campus
9	Administrative Aide IV	CHMSCB-ADA4-17-2004	4	16833	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 	Office of the Executive Director - Fortune Towne Campus

The University encourages all interested and qualified individuals, regardless of age, sex, gender identity, sexual orientation, civil status, disability, religion, ethnicity, political affiliation, socio-economic status and other personal circumstances who shall signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **April 23, 2025**.

1. Fully accomplished and notarized 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. MANGULABAN, PH.D.

SUC, President III

Carlos Hilado Memorial State University

Mabini St., Talsay City, Negros Occidental

hrmo.recruitment@chinsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.