



Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

To be a leading **GREEN** institution of higher learning in the global community by 2030
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)

Human Resource Management Office

hrmo@chmsc.edu.ph / (63-34) 712-0420 local 108



NOTICE OF VACANCY JOB ORDER February 18, 2020

Position: FOUR (4) Librarian

Salary: SG 11 – Php22,316.00

Office Assignment:

- Two (2) for College Library– CHMSC Talisay Campus
- One (1) for College Library – CHMSC Alijis Campus
- One (1) for College Library – CHMSC Binalbagan Campus

Minimum Qualification: BS in Library Science or its allied/related field, RA 1080 (Licensed Librarian),

Duties and Responsibilities:

1. Performs library works such as acquisition, selection and evaluation of books.
2. Classifies and catalog books, periodicals and other informational aids.
3. Prepares cards and due slips.
4. Prepares reports, files and clippings.
5. Prepares shelves, books and other library materials for inventory
6. Processes books and periodicals.
7. Enforce rules and regulations and maintains discipline in the library.
8. Does related work.

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 **February 29, 2020**.


1. Application Letter addressed to:

VIOLA D. MONGCAL
HRMO III
Carlos Hilado Memorial State College
Talisay City, Negros Occidental

2. Please specify the position being applied for:

3. Duly accomplished PDS (with attachment – Transcript of Record or Diploma, Certificate of Employment, Certificate of Trainings and Certificate of Eligibility)

Prepared by:


VIOLA D. MONGCAL
HRMO III



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chmsc.edu.ph

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