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

ESPER HERMINO G. LEGASTE  
HR SPECIALIST I  
DATE: 17 OCT 2018 TIME: 10:15

CARLOS HILADO  
RECD  
REL  
BY  
DATE

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 College in the CSC website

VIOLA D. MONGSAL  
HRMO III  
Carlos Hilado Memorial State College  
Mabini St., Talisay City, Negros Occidental

VIOLA D. MONGSAL  
HRMO III

Date: October 17, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					P Ass
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Registrar II	CHMSCB-R2-1-1998	15	29010	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	Core Competency Organizational Competency Leadership Competency Technical Competency	Regist Fortun Camp
2	Administrative Officer II	CHMSCB-ADOF2-1-2009	11	20179	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	Core Competency Organizational Competency Leadership Competency Technical Competency	Presid Talisa
3	Administrative Aide VI	CHMSCB-ADA6-29-2011	6	14340	Completion of 2 years studies in College (Preferably BS Degree holder)	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competency Organizational Competency Technical Competency	Regist Talisa
4	Administrative Aide III	CHMSCB-ADA3-45-2011	3	11914	Completion of 2 years studies in College (Preferably BS Degree holder)	None Required	None Required preferably with experience in clerical works	Career Service Sub-Professional (First Level Eligibility)	Core Competency Organizational Competency Technical Competency	Regist Fortun Camp
5	Administrative Aide I	CHMSCB-ADA1-2-2013	1	10510	Must be able to read and write	None Required	None Required preferably with experience in clerical works	None Required	Core Competency Organizational Competency Technical Competency	Cashi Alijis C

CIVIL SERVICE COMMISSION  
 NEGROS OCCIDENTAL FIELD OFFICE  
 ESPER HERMILLO LEGASTE  
 DATE: 17 OCT 2018 10:15  
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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 **October 31, 2018**.

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**VIOLA D. MONGCAL**  
 HRMO III  
 Carlos Hilado Memorial State College  
 Mabini St., Talisay City, Negros Occidental  
[hrmo@chmsc.edu.ph](mailto:hrmo@chmsc.edu.ph)

VIOLA D. MONGCAL  
 HRMO III  
 Date: October 17, 2018

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

No.	Position	Reference No.	Pay Grade	Salary	Education	Training	Qualification Standards			Place of Assignment
							Experience	Eligibility	Competency (if applicable)	
1	Registrar II	CHMSCB-R2-1-1998	15	25010	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	Core Competency Organizational Competency Leadership Competency Technical Competency	Registrar Fortuna Campus
2	Administrative Officer II	CHMSCB-AO2-1-2009	11	20179	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	Core Competency Organizational Competency Leadership Competency Technical Competency	Registrar Talisay City
3	Administrative Aide VI	CHMSCB-AA6-28-2011	6	14340	Completion of 2 years studies in College (Preferably BS Degree holder)	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competency Organizational Competency Technical Competency	Registrar Talisay City
4	Administrative Aide III	CHMSCB-AA3-15-2011	3	11914	Completion of 2 years studies in College (Preferably BS Degree holder)	None Required	None Required preferably with experience in clerical works	Career Service Sub-Professional (First Level Eligibility)	Core Competency Organizational Competency Technical Competency	Registrar Fortuna Campus
5	Administrative Aide I	CHMSCB-AA1-12-2012	1	10810	Must be able to read and write	None Required	None Required preferably with experience in clerical works	None Required	Core Competency Organizational Competency Technical Competency	Cashier Aljo Campus