

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

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

KRISTINE M. ESTORQUE
SENIOR HR SPECIALIST

DATE: **JUL 09 2019** TIME: **2:08 PM**



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. MONGCAL
HRMO III

Date: July 9, 2019

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	School Librarian I	CHMSCB-SL1-1-2002	11	20754	Bachelor's degree in Library Science or Information Science or Bachelor of Science/Arts in Education major in Library Science Preferably with Master's degree	4 hours of training	1 Year Of Relevant Experience	RA 1080 (Registered Librarian)	Core Competency Organizational Competency	Binalbagan Campus
2	Administrative Assistant II	CHMSCB-ADAS2-17-2010	8	16758	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	Talisay Campus
3	Administrative Aide III (Clerk I)	CHMSCB-ADA3-39-2011	3	12466	Completion of two-year studies in college or High School Graduate with relevant vocational /trade course	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)	Core Competency Organizational Competency	Talisay Campus
4	Security Guard I	CHMSCB-SECG1-1-1998	3	12466	High School graduate	None Required	None Required	Security Guard License (MC 11, S.1996,CAT II)	Core Competency Organizational Competency	Talisay Campus
5	Security Guard I	CHMSCB-SECG1-3-2002	3	12466	High School graduate	None Required	None Required	Security Guard License (MC 11, S.1996,CAT II)	Core Competency Organizational Competency	Binalbagan 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 **July 22, 2019**.

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:

VIOLA D. MONGCAL

HRMO III

Carlos Hilado Memorial State College

Mabini St., Talisay City, Negros Occidental

hrmo@chmsc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

