



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

Electronic copy to be submitted to the
 CSC FO
 must be in MS Excel format

CIVIL SERVICE COMMISSION
 NEGROS OCCIDENTAL FIELD OFFICE
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 KRISTINE M. ESTORQUE
 SENIOR HR SPECIALIST

CARLOS HILADO MEMORIAL STATE COLLEGE
 RECORDS SECTION
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SERVICE COMMISSION (CSC)

request the publication of the following vacant positions of Carlos Hilado Memorial State College in the CSC website:

DATE: **17 APR 2018** TIME: **3:55**

DR. RENATO M. SOROLLA
 SUC President II

Date: April 17, 2018

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
III	CHMSCB-R3-1-1998	18	457,020.00	Bachelor's degree preferably with Master's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)	N/A	Talisay Campus
Counselor III	CHMSCB-GUIDC3-1-1998	13	290,688.00	Bachelor's degree preferably with Master's degree relevant to the job	4 Hours of relevant training	1 Year Of Relevant Experience	RA 1080 (Registered Guidance Counselor)	N/A	Fortune Towne Campus
Counselor I	CHMSCB-GUIDC1-1-2002	11	242,148.00	Bachelor's degree preferably with Master's degree relevant to the job	4 Hours of relevant training	1 Year Of Relevant Experience	RA 1080 (Registered Guidance Counselor)	N/A	Binalbagan Campus
Librarian I	CHMSCB-CL1-1-1998	13	290,688.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Literary Science preferably with Master's degree	Preferably 4 hours of training	None Required but preferably with 1 Year Of Relevant Experience	RA 1080 (Registered Librarian)	N/A	Fortune Towne Campus

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Administrative Officer IV	CHMSCB-ADOF4-21-2010	14	317,928.00	Bachelor's Degree relevant to the job	4 Hours of relevant training	1 Year Of Relevant Experience in Budgetting	Career Service Professional (Second Level Eligibility)	N/A	Talisay Campus (Finance Division)
Administrative Assistant II	CHMSCB-ADAS2-21-2011	8	195,384.00	Bachelor's Degree	4 Hours of relevant training	1 Year Of Relevant Experience in Supply /Property Management	Career Service Sub-Professional (First Level Eligibility)	N/A	Talisay Campus (Supply Office)
Administrative Aide VI	CHMSCB-ADA6-28-2011	6	172,080.00	Bachelor's Degree	4 Hours of relevant training	1 Year Of Relevant Experience	Career Service Sub-Professional (First Level Eligibility)	N/A	Talisay Campus (Accounting Office)
Administrative Aide IV	CHMSCB-ADA4-17-2004	4	152,088.00	Bachelor's Degree	4 Hours of relevant training	1 Year Of Relevant Experience in Recruitment, Selection & Placement	Career Service Sub-Professional (First Level Eligibility)	N/A	Talisay Campus (HRM Office)
Worker I	CHMSCB-FAWKI-2-2002	2	134,400.00	Elementary Degree/School Graduate	None required	None required	NC II,S.96 - CAT II	N/A	Binalbagan Campus

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 **018**.

- Completed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the present position for one (1) year (if applicable);
- Copy of certificate of eligibility/rating/license; and
- Copy of Transcript of Records.

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

Dr. Renato M. Sorolla
 SUC President II
 Carlos Hilado Memorial State College
 Mabini St., Talisay City, Negros Occidental
hrmo@chmsc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.