



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Talisay City, Negros Occidental



CIVIL SERVICE COMMISSION  
 CHMSC-HRMO-001  
 NEGROS OCCIDENTAL FIELD OFFICE

**BULLETIN OF VACANCIES**  
**July 14, 2017**

**RECEIVED**

NAME: ESPER HERMINIO G. LEGASTE  
 PERSONNEL SPECIALIST I  
 DATE: JUL 14 2017 TIME: 4:20 PM

**This College is in need of personnel in the General Administrative Support Staff (GASS):**

Position Title	Item Number	Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer V (Supply Officer III)	CHMSCB-ADOF5-13-2004	18/1	Bachelor's Degree (Preferably with Master's Degree)	2 years of relevant experience	8 hours of relevant training	Career Service Professional (Second Level Eligibility)
GUIDANCE COUNSELOR III (TALISAY CAMPUS)	CHMSCB-GUIDC3-3-1998	13/1	Master's degree relevant to the job	1 Year Of Relevant Experience	4 Hours of relevant training	RA 1080 (Registered Guidance Counselor)
ADMINISTRATIVE ASSISTANT II (TALISAY CAMPUS)	CHMSCB-ADAS2-17-2010	8/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)
ADMINISTRATIVE ASSISTANT II (TALISAY CAMPUS)	CHMSCB-ADAS2-27-2011	8/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)
ADMINISTRATIVE OFFICER (SUPPLY OFFICER I) (FOR BINALBAGAN CAMPUS)	CHMSCB-ADOF1-16-2004	10/1	Bachelor's Degree	1 year of relevant experience	8 hours of relevant training	Career Service Professional (Second Level Eligibility)
GUIDANCE COUNSELOR I (BINALBAGAN CAMPUS)	CHMSCB-GUIDC1-1-2002	11/1	Master's degree relevant to the job	1 Year Of Relevant Experience	4 Hours of relevant training	RA 1080 (Registered Guidance Counselor)
ADMINISTRATIVE AIDE III (DRIVER) (FOR BINALBAGAN CAMPUS)	CHMSCB-ADA3-41-2011	3/1	Bachelor's Degree	With at least two (2) years of experience in driving	8 hours of relevant training	Driver's License MC 11, S. 96, CAT. 11

ADMINISTRATIVE AIDE VI (FOR BINALBAGAN CAMPUS)	CHMSCB-ADA6-27-2004	6/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)
GUIDANCE COUNSELOR III (FORTUNE TOWNE CAMPUS)	CHMSCB-GUIDC3-1-1998	13/1	Master's degree relevant to the job	1 Year Of Relevant Experience	4 Hours of relevant training	RA 1080 (Registered Guidance Counselor)
COLLEGE LIBRARIAN I (FORTUNE TOWNE CAMPUS)	CHMSCB-CL1-1-1998	13/1	Master's degree relevant to the job	1 Year Of Relevant Experience	4 Hours of relevant training	RA 1080 (Registered Librarian)
ADMINISTRATIVE AIDE I/CLERK I (FOR ALIJIS CAMPUS)	CHMSCB-ADA1-1-2017	1/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)

#### ANTICIPATED VACANCIES

Position Title	Salary Grade	Education	Experience	Training	Eligibility
ADMINISTRATIVE AIDE VI	6/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)
ADMINISTRATIVE AIDE IV	4/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)
ADMINISTRATIVE AIDE III	3/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)
ADMINISTRATIVE AIDE III	3/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)
ADMINISTRATIVE AIDE I/CLERK I	1/1	Bachelor's Degree	1 Year Of Relevant Experience	4 Hours of relevant training	Career Service Sub-professional (First Level Eligibility)

**CIVIL SERVICE COMMISSION**  
NEGROS OCCIDENTAL FIELD OFFICE

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NAME: **ESPER HERMILDO G. LEGASTE**  
PERSONNEL SPECIALIST I

DATE **JUL 14 2017** TIME **4:30 PM**

GUIDELINES:	LIST OF REQUIREMENTS
<p>1. Applicants must indicate in their application letter the position they are applying for.</p> <p>2. Interested applicants must submit his/her application with attached credentials to the Records Office until <b>5:00P.M. of July 31, 2017.</b></p>	<p>1. Application Letter addressed to : <b>DR. RENATO M. SOROLLA</b> <b>SUC President II</b> <b>CARLOS HILADO MEMORIAL STATE COLLEGE</b> <b>Mabini St., Talisay City, Negros Occidental</b></p> <p>2. Resume/ Biodata with 2X2 picture</p> <p>3. Attached all Credentials: a. Transcript of Records/Diploma b. Licenses/Eligibility c. Certificates of Relevant Trainings / Seminars attended d. Employment Certificate / Service Record if already employed</p>

NAME: ESPER HERMINIO G.  
PERSONNEL SPECU  
DATE: JUL 14 2017 TH

Prepared by:

  
**VIOLA D. MONGCAL**  
HRMO III

APPROVED:

  
**RENATO M. SOROLLA**  
SUC President II