

CS Form No. 9
Series of 2018

CARLOS HILADO MEMORIAL STATE UNIVERSITY
RECORDS MANAGEMENT OFFICE



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

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

To: CIVIL SERVICE COMMISSION (CSC)
DATE: FEB 04 2025 TIME: 5:00 PM



We hereby request the publication of the following vacant positions, which are authorized to be filled at the Carlos Hilado Memorial State University in the CSC website.

RAZEL MAE R. DETABLAN, MBA-HRM
Administrative Officer V / HRMO III

Date: February 4, 2025

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	Instructor I	CHMSCB-INST1-7-2011	12	32245	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	RA 1080 (Licensure Examination for Teachers)	*Master's Degree in Special Education or allied/related fields (Bachelor in Special Needs Education (BSNED)) *With at least 3 years of teaching experience *With updated PRC license *Preferably with experience as a critic teacher among students interns *Preferably with published paper/research or creative work	CHMSU-Talisay Campus (COE)
2	Instructor I	CHMSCB-INST1-7-2022	12	32245	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	RA 1080 (Certified Public Accountant)	*Master's degree in Business Administration or its allied/related fields (Bachelor of Science in Accountancy) *Preferably with at least one year teaching experience *With updated PRC license *Preferably with research experience and having published research papers in journals, or presented research paper in conferences.	CHMSU-Fortune Towne. Campus (CBMA)

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 19, 2025**.

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:

NORBERTO P. MANGULABNAN, PhD.
SUC President III
Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental
hrmo.recruitment@chmsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.