Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

To be a leading GREEN institution of higher learning in the global community by 2030
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)

Human Resource Management Office   hrmo@chmsc.edu.ph / (63-34) 712-0420 local 108

RELEASED
BY: _____
DATE FEB 22 2021

The Carlos Hilado Memorial State College is in need of the following

JOB ORDER WORKER

February 22, 2021

Position: **Computer Technician**

Office Assignment:

ICT Office, CHMSC Fortune Towne Campus

Minimum Qualification:
- BS Information System, BS Information Technology, BS Computer Science, and other computer related course
- Proficient in Hardware Servicing and Software Application.

Duties and Responsibilities:

1. Maintain the good condition of computer units.
2. All software application need by the students and teachers are properly installed and configure on a desktop
3. Upgrade and downloading an updated software application needed by the teacher and student
4. Operate and maintain the sound system equipment for the college activity / events.

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 **March 5, 2021**

1.Application Letter addressed to:
   VIOLA D. MONGCAL
   HRMO III
   Carlos Hilado Memorial State College
   Talisay City, Negros Occidental
2. Please specify the position being applied for:
3. Duly accomplished PDS (with attachment – Transcript of Record or Diploma, Certificate of Employment, Certificate of Trainings and Certificate of Eligibility)

Prepared by:

HERTZELL S. SIAN
Administrative Assistant II

CERTIFICATION
INTERNATIONAL
ISO 9001:2015

(63-34)712-0420
chmsc.edu.ph
@chmscofficialpage