



# 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

[hmo@chmsc.edu.ph](mailto:hmo@chmsc.edu.ph) / (63-34) 712-0420 local 108

The Carlos Hilado Memorial State College is in of the following

## JOB ORDER WORKERS

January 27, 2021

**1. POSITION: DRAFTSMAN**

**Office Assignment:**

PPDM Office, CHMSC Talisay Campus

**Minimum Qualification:**

- BSIT – Architectural Drafting or BS Architecture
- Know how to use the following software: AutoCAD, Microsoft Office (Excel, Word, PowerPoint)
- With minimum 2 years industrial/construction experience

**Duties and Responsibilities:**

1. Prepare plans for proposed infrastructure projects, renovation/improvement of existing structures of the College and technical drawings needed by the external accrediting bodies.
2. In-charge in the implementation of the preventive maintenance plan of the institution.
3. Does related work.

**2. POSITION: CIVIL ENGINEER**

**Office Assignment:**

PPDM Office, CHMSC Talisay Campus

**Minimum Qualification:**

- A licensed Civil Engineer
- Know how to use the following software: AutoCAD, Microsoft Office (Excel, Word, PowerPoint)
- With experience as quantity surveyor
- With minimum 2 years construction experience

**Duties and Responsibilities:**

1. Performs all the structural works of new projects and improvement of existing structures.
2. Prepare the Bill of Quantities/Estimates and program of works of new projects.
3. Conducts periodic on-site supervision of work during construction to ensure conformity with plans.
4. Work with the draftsman in the implementation of the preventive maintenance of the institution.
5. Does related work.



(63-34)712-0420

[chmsc.edu.ph](http://chmsc.edu.ph)

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### 3. POSITION: ARCHITECT

#### Office Assignment:

PPDM Office, CHMSC Talisay Campus

#### Minimum Qualification:

- A licensed Architect
- Know how to use the following software: AutoCAD, Microsoft Office (Excel, Word, PowerPoint)
- With minimum 2 years construction experience

#### Duties and Responsibilities:

1. Conceptualize the design, specifications, materials, color and fixtures.
2. Consults with clients to determine functional and spatial requirements of structure.
3. Conducts periodic on-site supervision of work during construction to monitor compliance with plans.
4. Prepare all bidding documents needed for procurement of all infrastructure projects.
5. Supervise the work of the draftsman.
6. Does related work.

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 8, 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**



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