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CARLOS HILADO MEMORIAL STATE UNIVERSITY
RECORDS MANAGEMENT OFFICE

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BY: _____

DATE: JUN 02 2025 TIME: 3:57

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

To: CIVIL SERVICE COMMISSION (CSC)

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.



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

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE

RECEIVED

ESPER HERMINIO G. LEGASTE
HR SPECIALIST I

DATE: JUN 02 2025 TIME: 8:32

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

Date: June 2, 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-INST1-131-2016	12	32245	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	None Required	*Master in Industrial Technology/Technology Management or its allied/related fields with specialization related to mechanical technology *With at least one (1) year relevant industrial experience *With at least one (1) year of very satisfactory teaching experience in any technical-vocational or technological institution *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Alijis Campus
2	Instructor I	CHMSCB-INST1-6-2022	12	32245	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	None Required	*Master in Industrial Technology/Technology Management or its allied/related fields with specialization related to computer technology *With at least one (1) year relevant industrial experience *With at least one (1) year of very satisfactory teaching experience in any technical-vocational or technological institution *Preferably with published paper/research or creative work	CHMSU-Alijis Campus
3	Instructor I	CHMSCB-INST1-1-2022	12	32245	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	None Required	*Master in Information System or Information Technology or its allied/related fields *With at least two (2) years teaching experience *With at least five (5) years industry experience *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Alijis Campus
4	Instructor I	CHMSCB-INST1-18-2003	12	32245	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	RA 1080 (Guidance Counselor)	*MS/MA in Psychology or in Guidance and Counseling or its allied related field *With at least 20 hours of relevant training *With at least 1 year of relevant experience *With updated PRC license *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Fortune Towne Campus

5	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	None Required	*Master in Business Administration or its allied/related fields *With relevant teaching experience in Office Administration *Preferably with Office Administration exposure *Preferably with one (1) year teaching experience in HEI *Familiar with office software, tools, and online learning platforms relevant to contemporary office practices *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Fortune Towne Campus
6	Instructor I	CHMSCB-INST1-5-2021	12	32245	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	None Required	*Master's degree in Business or its allied/related fields (Bachelor of Science in Entrepreneurship) *With relevant training in entrepreneurship *With relevant work experience in managing an enterprise *Preferably an Entrepreneur *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Fortune Towne Campus (CBMA)
7	Instructor I	CHMSCB-INST1-38-2016	12	32245	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	RA 1080 (Licensed Librarian)	*Master's Degree in Library and Information Science/Library Science or its allied/related fields (Bachelor of Library & Information Science/BSed in Library Science) *With at least 20 hours of relevant training *With at least 1 year of relevant experience as Librarian *With updated PRC license *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSC-Binalbagan Campus

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 **June 17, 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.