CS Form No. 9
Series of 2018

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CIVIL SERVICE COMMISSION
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ATTY. PHILLIP BERNARD H. CAPADOSA
DIRECTOR II
JAN 13 2023 TIME: 10:41

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.

VIOLA D. MONGCAL
HRMO III

Date: January 13, 2023

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	School Librarian I	CHMSCB-SL1-1-2002	11	25439	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science	None Required	None Required	RA 1080 (Registered Librarian)	*With at least one (1) year experience in Library/Information work * With updated PRC license *Technology Adept *Verbal and written communication skills *Time Management *Strategic Planning *Reswourcefulness *Anticipate Needs *Teamwork	CHMSU-Binalbagan Campus (Library)
2	Guidance Counselor I	CHMSCB-GUIDC1-1-2002	11	25439	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Registered Guidance Counselor)	*Preferably with 4 hours of relevant training *Preferably with 1 year of relevant experience *With updated PRC License * Knowledge in guidance & counseling and students admission *Excellent oral & written communication skills *Rapport building *Confidentiality	CHMSU-Binalbagan Campus (Guidance Office)

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 **January 27, 2023.**

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.
University President
Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental
recruitment.hrmo@chmsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.