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



RAZEL MAE R. DETABLAN, MBA-HRM 3
Administrative Officer V / HRMS III

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

ESPER HERMOSO G. LEGASTE
HR Specialist III

2/9

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.

Date: January 3, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V	CHMSCB-ADOF5-16-2004	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	* Knowledge of Cash Management rules and regulations (internal controls) * Knowledge of Revenue Collection Policies and Targets (collection efficiency analysis) * Knowledge of Accounts Receivable aging and other related issues relative to collection and targets * Knowledge of processes in relation to document trailing and accounting for outstanding checks and Accountable Forms * Knowledge on ISO 9001:2015 and Quality Management System * Records management, filing, and reporting (capable of maintaining database for the 4 campuses) * Communication skills * Interpersonal Skills * Computer Skills/Technology Adept * Stress Management Skills * Analytical and Problem-solving and Decision-Making Skills	Cash Management Section - Talisay Campus
2	Administrative Officer V	CHMSCB-ADOF5-13-2004	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	* Knowledge in Property and Supply Management (R.A. 9184 & R.A. 7394) * Knowledge of Agency Procurement Request, Contract Preparation, Property Management, and Annual Inventory Report * Knowledge on ISO 9001:2015 and Quality Management System * Critical and Analytical Thinking * Process Orientation * Professionalism * Computer Skills * Attention to Detail * Communication Skills * Service Delivery Oriented	Supply and Property Management Office - Talisay 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 JANUARY 17, 2024.

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.