



223
Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
Request for Publication of Vacant Positions



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



ESPER HERMILIO G. LEGASTE
HR SPECIALIST I

Razetablan

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

Date: January 9, 2024

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.

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	Administrative Officer V	CHMSCB-ADOF5-24-2023	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	<ul style="list-style-type: none"> * Licensed Civil Engineer * Preferably with experience in facilities and general services, including management of property, landscaping, solid waste management, & maintenance, motorpool and vehicle maintenance services, and janitorial and security services. * Preferably with knowledge in construction maintenance and repair of buildings and facilities. * Preferably able to apply a combination of specific knowledge, skills and abilities appropriate to a General Services Officer position. * Proficiency in in Project Management * Communication Skills * Leadership skills and Organizational Skills * Risk Management * Technology Proficiency * Customer Service Orientation 	General Services Office - Talisay Campus
2	Administrative Officer III	CHMSCB-ADOF3-23-2023	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a licensed mechanical operator * Technical knowledge in depth operation maintenance and troubleshooting of specific mechanical equipment or system * Proficient in equipment operation * Preferably with knowledge in construction maintenance and repair of buildings and operation of marking facilities. * Communication skills * Strong customer service orientation * Safety compliance * Quality control or attention to detail 	General Services Office - Talisay Campus
3	Administrative Officer III	CHMSCB-ADOF3-25-2023	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Ability to apply and adapt records management standards related to the cycle of records * Knowledge on R.A. 10173 (Data Privacy Act of 2012) and Freedom of Information (FOI) Bill, ISO 9001:2015 and Quality Management System * Knowledge of government laws and regulations governing records management * Critical and Analytical Thinking * Process Orientation * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented 	Records Management Office - Talisay Campus

4	Administrative Officer III	CHMSCB-ADOF3-26-2023	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * 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 * Proficient in Oral and Written Communication * Service Delivery Oriented 	Supply and Property Management Office - Talisay Campus
5	Administrative Officer I	CHMSCB-ADOF1-21-2023	10	23176	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Adaptability * Understanding of technical documentation * Communication skills * Strong customer service orientation * IT proficient 	General Services Office - Talisay Campus
6	Administrative Officer I	CHMSCB-ADOF1-23-2023	10	23176	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Ability to apply and adapt records management standards related to the cycle of records * Knowledge on R.A. 10173 (Data Privacy Act of 2012) and Freedom of Information (FOI) Bill, ISO 9001:2015 and Quality Management System * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented 	Records Management Office - Talisay Campus
7	Administrative Officer I	CHMSCB-ADOF1-17-2023	10	23176	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Ability to apply and adapt records management standards related to the cycle of records * Knowledge on R.A. 10173 (Data Privacy Act of 2012) and Freedom of Information (FOI) Bill, ISO 9001:2015 and Quality Management System * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented 	Records Management Office - Binalbagan Campus
8	Administrative Officer I	CHMSCB-ADOF1-24-2023	10	23176	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Knowledge of Agency Procurement Request, Contract Preparation, Property Management, and Annual Inventory Report * Knowledge on ISO 9001:2015 and Quality Management System * Process Orientation * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented 	Supply and Property Management Office - Talisay Campus

9	Administrative Assistant II	CHMSCB-ADAS2-16-2023	8	19744	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	* Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Knowledge of Agency Procurement Request, Contract Preparation, Property Management, and Annual Inventory Report * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented	Supply and Property Management Office - Binalbagan Campus
10	Administrative Aide VI	CHMSCB-ADA6-30-2023	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	* Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor	General Services Office - Talisay Campus
11	Administrative Aide VI	CHMSCB-ADA6-26-2023	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	* Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor	Records Management Office - Talisay Campus
12	Administrative Aide VI	CHMSCB-ADA6-27-2023	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	* Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor	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 23, 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.