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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 HERMINIO G. LEGASTE
SPECIALIST
JAN 10 2024
3:07

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.

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

Date: January 10, 2024

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	Information Technology Officer I	CHMSCB-ITO1-43-2023	19	51357	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"> * Skills to lead and motivate a diverse team of IT professionals. Ability to manage team dynamics and foster a collaborative work environment. * Experience in managing large-scale IT projects, including planning, execution, monitoring, and closure of projects. * Understanding of laws and regulations to ICT, including data protection and privacy laws. * Deep understanding of cybersecurity principles, threat mitigation strategies, and best practices in securing organizational data and IT infrastructure. * Knowledge of cloud services (IaaS, PaaS, SaaS), cloud infrastructure, and strategies for cloud migration and management. * Skills in developing and managing business continuity plans and disaster recovery strategies for IT systems. * Keeping abreast of emerging technologies like AI, machine learning, IoT, and blockchain, and assessing their potential applications within the organization. * Understanding of principles related to user experience (UX) design and ensuring accessibility of IT systems to all users, including those with disabilities. * Understanding of IT governance frameworks (like ITIL, COBIT) and compliance with relevant laws and regulations (like GDPR, HIPAA). 	Information and Communications Technology (ICT) Office - Talisay Campus
2	Information System Analyst II	CHMSCB-INFOSA2-42-2023	16	39672	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"> * Understanding of cloud-based services and architectures, including platforms like AWS, Azure, or Google Cloud. * Knowledge of the specific needs and challenges in a university setting, including academic processes, administrative functions, and student information systems. * Ability to adapt to changing technology and organizational needs. * Ability to conduct thorough testing and quality assurance to ensure the reliability and performance of information systems. * Knowledge of current cybersecurity threats and best practices to protect sensitive data and systems. * Knowledge of IT governance frameworks and practices. * Ability to create clear and comprehensive system documentation, user manuals, manuals, and reports. 	Information and Communications Technology (ICT) Office - Talisay Campus

3	Information System Analyst I	CHMSCB-INFOSA1-41-2023	12	29165	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 * Skills in creating reports and visualizing data in a comprehensible manner, possibly using tools like Tableau, Excel, or Power BI. * Understanding of basic project management principles and the ability to contribute to project planning and execution. * Awareness of university setting and the specific needs related to academic and administrative data. * Knowledge of ethical considerations and confidentiality requirements in handling sensitive educational data. 	Information and Communications Technology (ICT) Office - Talisay Campus
4	Administrative Aide VI	CHMSCB-ADA6-18-2023	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * 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 	Information and Communications Technology (ICT) 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 24, 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.