

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



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

CIVIL SERVICE COMMISSION  
NEGROS OCCIDENTAL FIELD OFFICE

**RECEIVED**

ESPER HERMINO G. LEGASTI  
HR SPECIALIST I

JAN 19 2022 TIME: 10:55

VIOLA D. MONGCAL

HRMO III

Date: January 19, 2022

We hereby request the publication of the following vacant positions, which are authorized to be filled at the Carlos Hilado Memorial State College 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	Registrar III	CHMSCB-R3-1-1998	18	43681	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional Second Level Eligibility)	*Knowledge on Admission and Registration and Other Academic Related Matters Pursuant to CHED Regulations *Oversee the UNIFAST Reportorial Requirements *Excellent Verbal And Written Communication *Technology Adept *Confidentiality *Negotiating and Influencing	Registrar's Office - CHMSC Talisay
2	Administrative Officer V	CHMSCB-ADOF5-14-2004	18	43681	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional Second Level Eligibility)	*Knowledge on RA 9470 (National Archives of the Philippines Act of 2007) *Archiving  *Disposal *Recording & Disseminating of Correspondences *Technology Adept *Confidentiality	Records Office - CHMSC Talisay

3	College Librarian I	CHMSCB-CL1-1-1998	13	28276	Master of Library Science in Information Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Licensed Librarian)	*Formulation of Library Policies and Manual of Operation *Procurement and Acquisition Of Books and Other Library Collections *Card Cataloguing *Classifying and Indexing *Technology Adept	College Library - CHMSC Binalbagan
4	Administrative Officer I	CHMSCB-ADOF1-16-2010	10	21205	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional Second Level Eligibility)	*Technology Adept *Verbal and Written Communication *Organization *Time Management *Self-Control *Analytical thinking *Innovation	Cashier's Office- CHMSC Fortune Towne

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 31, 2022**

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Original copy or 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 College

Mabini St., Talisay City, Negros Occidental

[hrmo@chmsc.edu.ph](mailto:hrmo@chmsc.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**