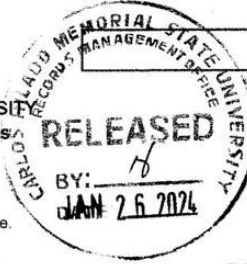
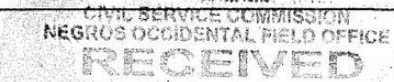


Republic of the Philippines  
CARLOS HILADO MEMORIAL STATE UNIVERSITY  
Request for Publication of Vacant Positions



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



ESPER HERNANDEZ G. LEGASTE  
HR SPECIALIST I

DATE: JAN 26 2024 TIME: 2:30

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

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 26, 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	Instructor I	CHMSCB-INST1-101-2016	12	29165	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	None Required	* Masters in Technology Management (Bachelor of Science in Information Technology) *With at least two (2) years of teaching experience and 5 years working in industry. * Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	College of Computer Studies (CCS) - Alijis Campus
2	Administrative Aide VI	CHMSCB-ADA6-34-2023	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  Competencies: * 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	Office of the Vice President for Academic Affairs (VPAA) - 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 **February 9, 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](http://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](mailto:hrmo.recruitment@chmsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.