

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

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
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EMMY LOUG. TIQUISON
Senior Personnel Specialist

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the Carlos Hilado Memorial State University:

(Sgd) NORBERTO P. MANGULABNAN, PhD.
SUC President III

Date: July 9, 2026

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Instructor I	CHMSCB-INST1-8-2019	12	33947	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	RA 1080 (LET)	*Master's degree in Education, preferably aligned with Elementary Education or its allied/related fields. *With at least five (5) years of relevant classroom teaching experience, particularly in handling Mathematics, Music, Science, and other major professional courses, including internship supervision. *With at least four (4) hrs of relevant training *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Talisay Campus (COED)
2	Instructor I	CHMSCB-INST1-19-2016	12	33947	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	RA 1080 (LET)	*Master's degree in Education, preferably with a specialization in Mathematics or its allied/related fields . *With at least ten (10) years of relevant classroom teaching experience, particularly in Mathematics. *With extensive experience and proven capability as a trainer in various educational technology-related seminars. *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Talisay Campus (COED)
3	Instructor I	CHMSCB-INST1-98-2016	12	33947	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	RA 1080 (LET)	*Preferably with a Doctorate degree in Science Education major in Biology or its allied/related fields (Master's degree in Science Education in Biology) *With at least two (2) years of relevant classroom teaching experience, particularly in Biology *With at least four (4) hrs of relevant training *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Talisay Campus (COED)
4	Instructor I	CHMSCB-INST1-107-2016	12	33947	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	RA 1080 (LET)	*Master of Arts in Teaching (MAT), Masters of Arts in Education major in Technology and Livelihood Education, Master's degree in Technology preferably with a specialization in Livelihood Education or its allied/related fields *Holder of appropriate National Certificates (NC) relevant to the field of specialization. *Holder of a valid Trainer's Methodology Certificate (TMC/TM). *With at least two (2) years of relevant classroom teaching experience, particularly in Livelihood Education. *With at least four (4) hrs of relevant training *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Talisay Campus (COED)

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5	Instructor I	CHMSCB-INST1-3-2021	12	33947	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	None Required	*Master's degree in Technology, preferably with a specialization in Electronics Technology or its allied/related fields. *With at least one (1) year of very satisfactory teaching experience, particularly in technical-vocational or technological institutions. *With at least one (1) year of relevant industry experience. *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Talisay Campus (CIT)
6	Instructor I	CHMSCB-INST1-3-2019	12	33947	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	None Required	*Master's degree in Technology, preferably with a specialization in Computer Technology/ Information Technology or its allied/related fields *With at least one (1) year of very satisfactory teaching experience, particularly in technical-vocational or technological institutions. *With at least one (1) year of relevant industry experience. *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Talisay Campus (CIT)
7	Instructor I	CHMSCB-INST1-123-2016	12	33947	Master's degree in the area of specialization or its allied /related fields	None Required	None Required	None Required	*Master's degree in Business or its allied/related fields (Bachelor of Science in Entrepreneurship) *With relevant work experience in managing an enterprise. *With relevant training in entrepreneurship *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.	CHMSU-Fortune Towne Campus (CBMA)

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **July 24, 2026**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.
5. Hard copy or electronic copy of Certificate of Employment and Training Certificates.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:

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.