



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



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REGIONS OCCIDENTAL FIELD OFFICE

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ESPER HERNANIO G. LEGASTE  
HR SPECIALIST I

MAR 06 2023

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.

*Rosalinda S. Tuvilla*  
ROSALINDA S. TUVILLA

Vice President for Administration and Finance

Date: March 6, 2023

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-ADOF5-15-2004	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"> <li>• Bachelor's degree in Human Resource Management, Psychology, Public Administration or related fields;</li> <li>• With Master's degree in Public Administration Major in Human Resource Management or related fields is an advantage;</li> </ul> <p><b>COMPETENCIES:</b></p> <ol style="list-style-type: none"> <li>1. Core Competencies - Exemplifying Integrity and Service Excellence; Assertive and can work under pressure; Experience in the Implementation of PRIME HRM</li> <li>2. Organizational Competencies - Strategic and Systems Thinking; Planning and Organizing Skills; Policy Review and Formulation Capabilities</li> <li>3. Leadership Competencies - Leading Change; Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results</li> <li>4. Data Management &amp; Technology Adept</li> <li>5. Strong written and verbal communications and interpersonal skills</li> <li>6. Knowledge of relevant laws and regulations</li> </ol>	CHMSU-Talisay Campus(Human Resource Management Office)

2	Administrative Officer IV	CHMSCB-ADOF4-18-2004	15	36619	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"> <li>• Bachelor's degree in Human Resource Management, Psychology, Public Administration or related fields;</li> </ul> <p><b>COMPETENCIES:</b></p> <ol style="list-style-type: none"> <li>1. Core Competencies: Exemplifying Integrity and Service Excellence; Assertive and can work under pressure; <b>Experience in Human Resource Management and Student Registrarship</b></li> <li>2. Organizational Competencies: Strategic and Systems Thinking; Planning and Organizing Skills</li> <li>3. Leadership Competencies: Leading Change; Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results</li> <li>4. Technology Adept</li> <li>5. Strong written and verbal communications and interpersonal skills</li> </ol>	CHMSU-Binalbagan Campus (Administration Office)
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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 **March 21, 2023**.

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

[recruitment.hrmo@chmsu.edu.ph](mailto:recruitment.hrmo@chmsu.edu.ph)

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