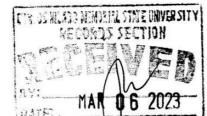
CS Form No. 9 Series of 2018



Republic of the Philippines CARLOS HILADO MEMORIAL STATE UNIVERSITY

Request for Publication of Vacant Positions

MAR 0 6 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

Vice President for Administration and Finance

Date:

March 6, 2023

No.	Position Title	Plantilla Item No.	Salary/	Monthly	(8)		Qualification	Standards		Place of Assignment
	(Parenthetical Title, if applicable)		Job/ Pay Grade	Salary	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	(Professional Second Level Eligibility)	Bachelor's degree in Human Resource Management, Psychology, Public Administration or related fields; With Master's degree in Public Administration Major in Human Resource Management or related fields is an advantage; COMPETENCIES: Core Competencies - Exemplifying Integrity and Service Excellence; Assertive and can work under pressure; Experience in the Implementation of PRIME HRM Corganizational Competencies - Strategic and Systems Thinking; Planning and Organizing Skills; Policy Review and Formulation Capabilities Leadership Competencies - Leading Change; Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results Data Management & Technology Adept Strong written and verbal communications and interpersonal skills Knowledge of relevant laws and regulations	×

2	Administrative Officer IV	CHMSCB-ADOF4-18-2004	15	36619	Bachelor's Degree relevant to the job	8 hours of relevant	2 years of relevant	Career Service	Bachelor's degree in Human Resource	CHMSU-Binalbagan Campus
					10	training	experience	(Professional Second	Management, Psychology, Public Administration	(Administration Office)
								Level Eligibility)	or related fields;	
										3
									COMPETENCIES:	
									Core Competencies: Exemplifying Integrity and	
	26				1				Service Excellence; Assertive and can work under	
1									pressure; Experience in Human Resource	J
1									Management and Student Registrarship	12
									Organizational Competencies: Strategic and	
1									Systems Thinking; Planning and Organizing Skills	*
			8						Leadership Competencies: Leading Change;	
						20			Building Collaborative, Inclusive Working	
		1							Relationships; Managing Performance and	60
									Coaching for Results	
1									Technology Adept	
									5. Strong written and verbal communications and	
									interpersonal skills	
	A-									

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;
- 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:

SUC President III Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental
recruitment.hrmo@chmsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.