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

BY: _____
DATE: MAR 11 2024 TIME: 4:24

To: CIVIL SERVICE COMMISSION (CSC)



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

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

EMMY LOU G. TIQUISON
SPECIAL INVESTIGATOR
DATE: MAR 11 2024 TIME: 1:11

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.

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

Date: March 1, 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	Administrative Officer II	CHMSCB-ADOF2-16-2010	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional Second Level Eligibility)	*Preferably with 1 year of relevant experience *Preferably with 4 hours of relevant training *Knowledge on leave administration and appointment preparation *Records Management (201 filing management skills) *Excellent in oral and written communication *Attention to details *Technology Adept *Time Management *Analytical thinking	CHMSU-Talisay Campus (HRM Office)

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 15, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.