



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



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ESPER HERMINIO G. LEGASTE
HR SPECIALIST

MAR 13 2023

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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 13, 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 Aide VI	CHMSCB-ADA6-28-2011	6	17553	Completion of two-year studies in College or High School Graduate relevant vocational trade course	4 hours of relevant training	1 year year of relevant training	Career Service (Subprofessional First Level Eligibility)	* Preferably with a Bachelor's degree in Public Administration, Office Management, or any other related courses Competency: * With experience in general office administration support; * With working knowledge of relevant existing laws, policies, guidelines, rules, and regulations pertaining to government administration; * Above-average knowledge of the use of MS Office; * Written and oral communication; * Great attention to detail; and * Able to work harmoniously, competently, and effectively even under pressure.	CHMSU-Talisay Campus (Human Resource Mgt. 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 24, 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:

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