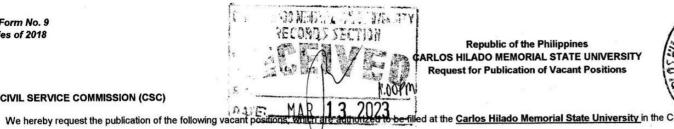
To: CIVIL SERVICE COMMISSION (CSC)



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

Date:

**ROSALINDA S. TUVILLA** 

Vice President for Administration and Finance

March 13, 2023

No.	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 trainig	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	CHMSU-Talisay Campus (Human Resource Mgt.Office)
	a e								Office;  * Written and oral communication;  * Great attention to detail; and  * Able to work harmoniously, competently, and effectively even under pressure.	

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
77.50	recruitment.hrmo@chmsu.edu.ph