

# BULLETIN OF VACANCY

## CHMSU IS LOOKING FOR ADMINISTRATIVE ASSISTANT V

(Coterminous with the Incumbent University President)

SG: 11, MONTHLY SALARY: Php 27,000.00

PLACE OF ASSIGNMENT

Human Resource Management Office

### QUALIFICATIONS

- Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields
- With at least 2 years' relevant experience in payroll preparation
- Knowledge of accounts reconciliation and document trailing
- Capability of managing BIR-related responsibilities
- High level of integrity in dealing with confidential and sensitive matters
- Meticulous attention to detail
- Intermediate writing, oral communication, and technology proficiencies
- Problem-solving and Decision-Making Skills (Recommendatory level)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form N. 212, Revised 2017) which can be downloaded at [csc.gov.ph](http://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 address their application to:

**NORBERTO P. MANGULABNAN, PhD**  
*SUC President III*  
Carlos Hilado Memorial State University  
Mabini Street, Barangay Zone 1, Talisay City, Negros Occidental

Hand in or send through courier/email their application to:  
[hrmo.recruitment@chmsu.edu.ph](mailto:hrmo.recruitment@chmsu.edu.ph)

Recruitment portal:  
[recruitment.chmsu.edu.ph/applicant/login.php](http://recruitment.chmsu.edu.ph/applicant/login.php)

**DEADLINE of Application is on March 8, 2024**

Application with incomplete documents **SHALL NOT BE ENTERTAINED.**

**Carlos Hilado Memorial State University**  
Transforming lives and shaping dreams for a sustainable world

