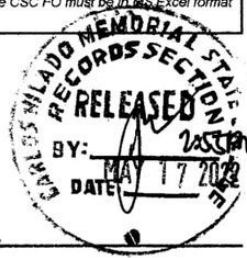


Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
Request for Publication of Vacant Positions

RECEIVED
ESPES HERMINIO G. LECASO
HR SPECIALIST
MAY 17 2022 10:45

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



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.

VIOLA D. MONGCAL
HRMO III

Date: May 17, 2022

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 IV	CHMSCB-ADOF4-21-2010	15	35097	Bachelor degree relevant to the job (Preferably a graduate of Bachelor of Science in Civil Engineering)	8 hours relevant training	2 years relevant experience in facilities and general services, including management of property, landscaping, solid waste disposal, repairs & maintenance and motorpool and vehicle maintenance services. *Knowledge of construction maintenance and repair facilities *Able to apply a combination of specific knowlegde, skills and abilities appropriate to a General Services Officer position.	RA 1080 (Licensed Civil Engineer)	*Technology Adept *Oral and written communication skills *Strong customer service orientation *Analytical thinking *Multi-tasking *Strategic Planning *Anticipate Needs *Detail Oriented	CAO - Administrative Services Office Talisay Campus
2	Registrar II	CHMSCB-R2-1-1998	15	35097	Bachelor degree relevant to the job (preferably with Master's Degree)	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	*Verbal and Written Communication *Technology Adept *Teamwork *Confidentiality *Strategic Planning *Negotiation, persuasion & influencing *Time Management	Registrar's Office - Fortune Towne Campus
3	College Librarian I	CHMSCB-CL1-1-1998	13	29798	Master of Library Science in Information Science	None Required (Preferably with 4 hours relevant training)	None Required (Preferably with 2 years relevant experience)	RA 1080 (Licensed Librarian)	*Knowledge in e-library management *Knowledge in facilitating e-library/ learning *Technology adept	Library - Binalbagan Campus
4	Guidance Counselor III	CHMSCB-GUIDC3-1-1998	13	29798	Master's Degree in Guidance and Counseling	Preferably with 4 hours of relevant training	Preferably with 1 year of relevant experience	RA 1080 (Registered Guidance Counselor)	* Knowledge on guidance & counseling *Students admission *Excellent oral & written communication *Rapport building *Confidentiality	Guidance Office - Fortune Towne

5	Guidance Counselor I	CHMSCB-GUIDC1-1-2002	11	25439	Master's Degree in Guidance and Counseling	Preferably with 4 hours of relevant training	Preferably with 1 year of relevant experience	RA 1080 (Registered Guidance Counselor)	* Knowledge on guidance & counseling *Students admission *Excellent oral & written communication *Rapport building *Confidentiality	Guidance Office - Binalbagan Campus
6	Administrative Assistant II	CHMSCB-ADAS2-15-2005	8	18998	Bachelor degree relevant to the job	4 hours of relevant training	1 year of relevant experience in maintenance activities involving electrical, plumbing, carpentry, painting, welding, masonry and minor construction jobs.	Career Service (Sub-Professional) First Level Eligibility	*Technology Adept *Oral and written communication *Organization *Time Management *Strategic planning *Resourceful *Detail-oriented *Anticipate needs	PPDM Office - Talisay Campus
7	Administrative Aide VI	CHMSCB-ADA6-28-2011	6	16877	Preferably with Bachelor's degree relevant to the job	Preferably with 4 hours of relevant training on research and community extension services	Preferably with 1 year of relevant experience on research and community extension services	Career Service (Sub-Professional) First Level Eligibility	*Detail-oriented *Typing skills *Filing skills *Interpersonal skills	Research Office - Talisay Campus
8	Administrative Aide III	CHMSCB-ADA3-20-2010	3	14125	Preferably with Bachelor's degree relevant to the job	Preferably with 4 hours of relevant training	Preferably with 1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	*Detail-oriented *Typing skills *Filing skills *Interpersonal skills	Registrar's Office - Talisay Campus
9	Administrative Aide I	CHMSCB-ADA1-1-2017	1	12517	Preferably with Bachelor's degree relevant to the job	Preferably with 4 hours of relevant training	Preferably with 1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	*Detail-oriented *Typing skills *Filing skills *Interpersonal skills	Dean's Office - Alijis Campus

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 **May 31, 2022**.

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:

VIOLA D. MONGCAL

HRMO III

Carlos Hilado Memorial State College

Mabini St., Talisay City, Negros Occidental

hrmo@chmsc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.