

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



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

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

ESPER HERMUNIO G. LEGASTE
HR SPECIALIST I

MAY 27 2021 TIME: 2:30

VIOLA D. MONGCAL
HRMO III

Date: May 27, 2021

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 College in the CSC website.

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	College Librarian I	CHMSCB-CL1-1-1998	13	28276	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	Binalbagan Campus
2	Administrative Officer V	CHMSCB-ADOF5-17-2004	18	43681	Bachelor of Science in Commerce/Accountancy or Bachelor's degree related to the job	8 hours relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)	*Knowledge in government budgeting *Knowledge in formulating budget plan *Technology adept	Talisay Campus (Finance Division)
3	Administrative Asst. II	CHMSCB-ADAS2-17-2010	8	18251	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	*Technology Adept *Verbal & written communication *Resourcefulness *Detail-oriented	Talisay Campus (VPAF Office)
4	Administrative Asst. II	CHMSCB-ADAS2-22-2011	8	18251	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	*Technology Adept *Verbal & written communication *Resourcefulness *Detail-oriented	Talisay Campus (HRM Office)

5	Administrative Aide III	CHMSCB-ADA3-46-2011	3	13572	Bachelor's degree relevant to the job	None Required	None Required)	Career Service Sub-Professional (First Level Eligibility)	*Detail-oriented *Typing skills *Filing skills *Interpersonal skills	Talisay Campus (BAC Office)
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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 **June 11, 2021**.

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.