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Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
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
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ESPER HERMINO G. LEGASTE
HRS SPECIALIST I
DATE: OCT 03 2025
TIME: 2:40

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the Carlos Hilado Memorial State University.

(Sgd) NORBERTO P. MANGULABNAN, PhD.

SUC President III

Date: October 2, 2025

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Chief Administrative Officer	CHMSCB-CADOF-18-2004	24	98185	Master's Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service (Professional) Second Level Eligibility	* Exemplifying Integrity * Delivering Service Excellence (Advanced) * Solving Problems and Decision Making (Advanced) * Championing and Applying Innovation (Advanced) * Planning and Delivering (Advanced) * Demonstrating Personal Effectiveness (Advanced) * Speaking Effectively (Advanced) * Writing Effectively (Advanced) * Managing Information (Advanced) * Building Collaborative and Inclusive Working Relationship (Advanced) * Managing Performance and Coaching for Results (Advanced) * Leading Change (Advanced) * Thinking Strategically and Creatively (Advanced) * Creating and Nurturing a High-Performance Organization (Advanced)	Administration Division - Talisay Campus
2	Administrative Officer V	CHMSCB-ADOF5-15-2004	18	51304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	* Advance knowledge of the 4 pillars of PRIME HRM (Competency-based Recruitment, Selection and Promotion; Strategic Performance Management System; Rewards and Recognition; and Learning and Development. * Proficient in using HR software, such as HRIS, HRMS (Human Resource Management System), data analysis, report generation and other relevant tools * Excellent in Written and Oral Communication Skills * Management skills and knowledge in System Administration. * Problem-Solving to identify issues and find solutions quickly * Advance knowledge in ARTA, QMS and Strategic Planning * Adept in System Improvement and Change Management * Knowledge on Leave Administration and Service Record * Knowledge in Payroll Management * Able to interpret and explain CSC regulations and policies is a plus factor	Human Resource Mangement Office - Talisay Campus

3	Administrative Officer V	CHMSCB-ADOF5-4-2005	18	51304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	* Knowledge on relevant laws and regulations governing procurement in the Philippines * Ability to ensure compliance with the Procurement Law and related laws * Knowledge of contract law and its principles including contract types, terms, conditions, and legal implications * Familiar with procurement methods, processes, and procedures, including competitive bidding, alternative methods of procurement, and contract administration * Knowledgeable in using procurement software and tools * Understanding of risk assessment and mitigation in procurement * Ability to analyze procurement documents, evaluate bids, and make data-driven decisions * Strong problem-solving skills to address issues that may arise during the procurement process * Flexibility to adapt to changing procurement requirements, regulations, and technologies	Procurement Unit - Talisay Campus
4	Administrative Assistant II	CHMSCB-ADAS2-25-2011	8	21448	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	* Preferably a graduate of BS in Accountancy, Management Accounting or allied fields * With a minimum of four (4) hours of relevant training in accounting and bookkeeping, as well as four (4) hours of training in the use of computer and spreadsheet applications. * Possesses at least one (1) year of relevant experience in performing accounting functions or activities, including the preparation and handling of government remittances. * Demonstrates proficiency in computer applications, particularly in Microsoft Office Suite (e.g., Excel, Word, PowerPoint), and is technologically adept. * Exhibits good written and oral communication skills, strong attention to detail, and the ability to work independently with minimal supervision.	Human Resource Management Office - Talisay Campus

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **October 16, 2025**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:

NORBERTO P. MANGULABNAN, PhD.

SUC President III

Carlos Hilado Memorial State University

Mabini St., Taisay City, Negros Occidental

hrmo.recruitment@chmsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.