CS Form No. 9
Revised 2025

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

CIVIL SERVICE COMMISSION
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EMMY LOU G. TIQUISON
Senior HR Specialist
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Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
Request for Publication of Vacant Positions

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**:

NORBERTO P. MANGULABNAN, PhD.
SUC President III

Date: **October 12, 2026**

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	Supervising Administrative Officer	CHMSCB-SADOF-27-2023	22	81796	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	*Superior proficiency in oral and written communication and presentation. *Knowledge of, or demonstrated ability to learn and apply, the Strategic Performance Management System (SPMS) and human resource management processes relevant to PRAISE evaluation. *Advanced proficiency in influencing and engaging stakeholders and in building and strengthening professional relationships. *Advanced proficiency in strategic planning, risk assessment, and risk management. *Proficiency in policy formulation, interpretation, implementation, and review *Superior proficiency in adapting to changing work demands, managing stress, and delivering responsive services. *Proficiency in using digital tools and technologies *Advanced proficiency in data management and records administration *Proficiency in planning, implementing, monitoring, and coordinating special projects and assigned tasks. *Proficiency in problem-solving and decision-making. *Knowledge of applicable government laws, rules, and regulations, with proficiency in researching, identifying, and applying relevant provisions.	Administrative Division, Talisay Campus
2	Administrative Aide VI	CHMSCB-ADA6-25-2004	6	19716	Completion of two-year studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	*Preferably a holder of a bachelor's degree in Accountancy, Accounting Technology, Management Accounting, or a related field. *Preferably with at least one (1) year of relevant work experience and at least four (4) hours of relevant training. *Ability to exercise meticulous attention to detail. *Ability to manage multiple tasks, and prioritize assignments. *Ability to establish and maintain effective working relationships. *Basic proficiency in records management. *Proficiency in using computers, office productivity applications, and other digital tools relevant to administrative work. *Ability to understand administrative workflows and route documents accurately to the appropriate offices. *Willingness and ability to learn office procedures and deliver timely, courteous, and responsive service. *Effective oral and written communication skills are an advantage.	Accounting Unit, Talisay Campus

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3	Administrative Aide VI	CHMSCB-ADA6-21-2023	6	19716	Completion of two-year studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	*Preferably a holder of a bachelor's degree relevant to the duties and responsibilities of the position. *Preferably with at least one (1) year of relevant work experience and at least four (4) hours of relevant training. *Ability to achieve work targets and complete assigned tasks. *Ability to exercise meticulous attention to detail *Ability to demonstrate professionalism, integrity, discretion, and confidentiality in handling sensitive information and official transactions. *Ability to communicate clearly and effectively. *Ability to establish and maintain effective working relationships. *Basic proficiency in records management. *Proficiency in using computers, office productivity applications, and digital tools relevant to the office's operations. *Ability to provide timely, courteous, and responsive administrative support and client service.	Legal Unit, Talisay Campus
4	Administrative Aide VI	CHMSCB-ADA6-33-2023	6	19716	Completion of two-year studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	*Preferably a holder of a bachelor's degree relevant to the duties and responsibilities of the position. *Preferably with at least one (1) year of relevant work experience and at least four (4) hours of relevant training. *Ability to demonstrate achievement orientation. *Ability to exercise meticulous attention to detail. *Ability to demonstrate professionalism, integrity, accountability, and discretion in performing assigned duties. *Ability to communicate clearly and effectively. *Ability to establish and maintain effective working relationships. *Basic proficiency in records management.. *Ability to use computers, office productivity applications, and relevant digital tools effectively. *Ability to provide timely, courteous, and responsive administrative support and client service.	Procurement Management Unit, Talisay Campus
5	Houseparent II	CHMSCB-HP2-9-2025	6	19716	High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016)	None required	None required	None Required (CSC MC 10, S.2013 - Cat III)	*Preferably a holder of a National Certificate II (NC II) in Housekeeping. *With at least one (1) year of relevant work experience as a houseparent. *Competencies / Areas of Specialization *Ability to communicate clearly and effectively and maintain respectful, supportive working relationships with residents, colleagues, and other stakeholders. *Ability to apply relevant occupational safety and health standards. *Ability to use nonviolent communication to address concerns, manage disagreements, and promote respectful interactions with residents.	Auxiliary Services, Fortune Towne 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 26, 2026**.

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;
4. Hard copy or electronic copy of Transcript of Records; and
5. Hard copy or electronic copy of Certificate of Employment and Training Certificates.

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., Talisay City, Negros Occidental
hrmo.recruitment@chmsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.