CS Form No. 9
Revised 2025

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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ATTY. NELLIEMORE C. CENTINA
HUMAN RESOURCE SPECIALIST II
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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 20, 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	Administrative Aide VI	CHMSCB-ADA6-22-2023	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.	Planning, Monitoring, and Evaluation 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 31, 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.

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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.

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