

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:

(sgd) NORBERTO P. MANGULABNAN, PhD.

SUC President III

Date: October 23, 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	Accountant II	CHMSCB-A2-2025	16	43560	Bachelor's degree in Commerce / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA1080 (CPA)	* Knowledge on the policies of government oversight agencies (e.g. DBM, COA, BIR, CHED etc.) * Capability of learning, updating and researching the applicable laws, rules and regulations as basis for reviewing, analyzing and recording financial transactions duly supported by the appropriate documents * Collaborative linking with budgeting for proper financial monitoring and control * Planning, organizing, and work load assessment * Oral and Written Communications (Superior) * Problem-solving and decision-making skills and group discussion management (Recommendatory Level) * Analytical thinking (for effective generation of financial management information) * Proficiency in oral and communication skills is a plus factor * Technology Adept	Accounting Section - Binalbagan Campus
2	Administrative Aide VI	CHMSCB-ADA6-1-2025	6	18957	Completion of two- year studies in college	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility	* Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Meticulous Attention to Detail * Multi-tasker (presence of mind) * Interpersonal Skills * Basic filing management skills * Computer Skills/Technology adept * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor	Accounting Section - Alijis 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 **November 4, 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.

