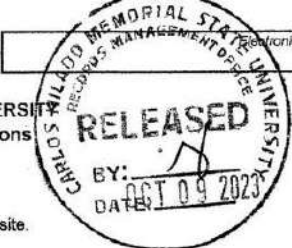




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Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format to the COMMISSION NEGROS OCCIDENTAL FIELD OFFICE

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ESPER HERMINIO G. LEGASTE
HR SPECIALIST I

OCT 09 2023
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perfora

RAZEL MAE R. DETABLAN, MBA-HRM
Administrative Officer V / HRMO III

Date: October 9, 2023

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 University 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	Administrative Officer V	CHMSCB-ADOF5-23-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Knowledge on ISO 9001:2015 and ISO 9901:2015 Internal and External Audit * Knowledge on SUC Leveling, Certificate of Program Compliance (COPC) Accreditation * Knowledge on AACUP Accreditation, ASEAN University Network (AUN), Quality Assurance - Programme Assessment, and Institutional Sustainability Assessment (ISA) * Knowledge of government rules and regulations (resourceful in researching/culling out relevant law, rules and regulations) * Planning, Organizing and Delivering * Presentation Skill * Meticulous attention to detail * Proficient in Oral and Written Communications * Computer Skills / Technology Adept * Risk Management Assessment (Root Cause Analysis) 	Quality Management Office
2	Information Officer III	CHMSCB-INFO3-40-2023	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree in communications, public relations, journalism, or allied/related fields Competencies: <ul style="list-style-type: none"> * Exceptional Written and Oral Communication Skills * Public Speaking and Interpersonal Skills * Presentation Skills (Advanced) * Influencing and Building Relationships * Computer Skills / Technology Adept / Desktop Publishing Skills * Service Delivery * Tasks Management Planning and Implementation skill 	Center for Internationalization and External Relations - Talisay Campus
3	Planning Officer III	CHMSCB-PLO3-31-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Knowledge on the Strategic Performance Management System (SPMS) geared towards PRAISE evaluation * Good Leadership Skills * Average Level of Intrapersonal Ability * Analytical Skill * Strategic Planning and Mapping * Planning, Organizing and Delivering * Meticulous attention to detail * Proficient in Oral and Written Communications * Computer Skills / Technology Adept * Presentation Skill * Risk Management Assessment 	Planning, Monitoring and Evaluation Office

4	Administrative Officer IV	CHMSCB-ADOF4-26-2023	15	36619	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Have a strong understanding of HRIS software and databases * 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 of the 4 pillars of PRIME HRM (Competency-based Recruitment, Selection and Promotion; Strategic Performance Management System; Rewards and Recognition; and Learning and Development * Advance knowledge in ARTA, QMS and Strategic Planning * Adept in System Improvement and Change Management * Able to interpret and explain CSC regulations and policies is a plus factor 	Human Resource Management Office - Talisay Campus
5	Administrative Officer IV	CHMSCB-ADOF4-25-2023	15	36619	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Knowledge on ISO 9001:2015 and ISO 9901 2015 Internal and External Audit * Knowledge on SUC Levelling, Certificate of Program Compliance (COPC) Accreditation * Knowledge on AACUP Accreditation, ASEAN University Network (AUN), Quality Assurance - Programme Assessment, and Institutional Sustainability Assessment (ISA) * Knowledge of government rules and regulations (resourceful in researching/culling out relevant law, rules and regulations) * Planning, Organizing and Delivering * Presentation Skill * Meticulous attention to detail * Proficient in Oral and Written Communications * Computer Skills / Technology Adept * Risk Management Assessment (Root Cause Analysis) 	Quality Management Office
6	Information Officer II	CHMSCB-INFO2-39-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree in communications, public relations, journalism, or allied/related fields <p>Competencies:</p> <ul style="list-style-type: none"> * Exceptional Written and Oral Communication Skills * Public Speaking and Interpersonal Skills * Presentation Skills * Influencing and Building Relationships * Computer Skills / Technology Adept / Desktop Publishing Skills * Service Delivery * Tasks Management: Planning and Implementation skill 	Center for Internationalization and External Relations - Talisay Campus
7	Planning Officer II	CHMSCB-PLO2-30-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Knowledge on the Strategic Performance Management System (SPMS) geared towards PRAISE evaluation * Good Leadership Skills * Average Level of Intrapersonal Ability * Analytical Skill * Strategic Planning and Mapping * Planning, Organizing and Delivering * Meticulous attention to detail * Proficient in Oral and Written Communications * Computer Skills / Technology Adept * Presentation Skill * Risk Management Assessment 	Planning, Monitoring and Evaluation Office

8	Board Secretary I	CHMSCB-BS1-44-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Proficient in Oral and Written Communications * Proficient in taking down Minutes of Meeting * Presentation Skills * Influencing and Building Relationships/Linkaging * Computer Skills / Technology Proficiency * Service Delivery * Risk Assessment and Management * Policy Interpretation and Implementation / Policy review and recommendation * Data Management and Effective document custody, management and disposal * Special Projects/Tasks Management Planning and Implementation skill * Stress Management * Knowledge and Skills in Stenography is a plus factor 	Office of the University Board Secretary - Talisay Campus
9	Administrative Officer II	CHMSCB-ADOF2-18-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably with 1 year of relevant experience and with 4 hours of relevant training <p>Competencies</p> <ul style="list-style-type: none"> * Knowledge on Leave Administration and Service Record * Excellent in Written and Oral Communication Skills * Problem-Solving to identify issues and find solutions quickly * 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) * Knowledge in ARTA, QMS and Strategic Planning * Adept in System Improvement and Change Management * 201 filing management skills 	Human Resource Management Office - Binalbagan Campus
10	Information Officer I	CHMSCB-INFO1-38-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree in communications, public relations, journalism, or allied/related fields <p>Competencies:</p> <ul style="list-style-type: none"> * Exceptional Written and Oral Communication Skills * Public Speaking and Interpersonal Skills * Presentation Skills * Influencing and Building Relationships * Computer Skills / Technology Adept / Desktop Publishing Skills * Service Delivery * Tasks Management Planning and Implementation skill 	Center for Internationalization and External Relations - Talisay Campus
11	Planning Officer I	CHMSCB-PLO1-29-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Knowledge on the Strategic Performance Management System (SPMS) geared towards PRAISE evaluation * Analytical Skill * Strategic Planning and Mapping * Planning, Organizing and Delivering * Meticulous attention to detail * Proficient in Oral and Written Communications * Computer Skills / Technology Adept * Presentation Skill * Risk Management Assessment 	Planning, Monitoring and Evaluation Office

12	Administrative Assistant III	CHMSCB-ADAS3-18-2023	9	21211	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job <p>Competencies:</p> <ul style="list-style-type: none"> * Computer Skills / Technology Adept * Meticulous attention to detail * Interpersonal Skills * Filing management skills * Basic Data Management and Effective document custody, management and disposal * Service Delivery * Written and Oral Communication Skills is a plus factor 	Office of the University President - Talisay Campus
13	Administrative Assistant III	CHMSCB-ADAS3-20-2023	9	21211	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job <p>Competencies:</p> <ul style="list-style-type: none"> * Computer Skills / Technology Adept * Meticulous attention to detail * Interpersonal Skills * Filing management skills * Basic Data Management and Effective document custody, management and disposal * Service Delivery * Written and Oral Communication Skills is a plus factor 	Office of the Vice President for Academic Affairs (VPAA) - Talisay Campus
14	Administrative Assistant III	CHMSCB-ADAS3-19-2023	9	21211	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job <p>Competencies:</p> <ul style="list-style-type: none"> * Proficient in taking down Minutes of Meeting * Computer Skills / Technology Adept * Meticulous attention to detail * Interpersonal Skills * Filing management skills * Basic Data Management and Effective document custody, management and disposal * Service Delivery * Written and Oral Communication Skills is a plus factor * Knowledge and Skills in Stenography is a plus factor 	Office of the University Board Secretary - Talisay Campus
15	Administrative Aide VI	CHMSCB-ADA6-25-2023	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training <p>Competencies:</p> <ul style="list-style-type: none"> * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Office of the Vice President for Administration and Finance (VPAF) - Talisay Campus

16	Administrative Aide VI	CHMSCB-ADA6-28-2011	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training Competencies: <ul style="list-style-type: none"> * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Office of the University Board Secretary - Talisay Campus
17	Administrative Aide VI	CHMSCB-ADA6-19-2023	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training Competencies: <ul style="list-style-type: none"> * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills / Data Management * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Center for Internationalization and External Relations - Talisay Campus
18	Administrative Aide VI	CHMSCB-ADA6-22-2023	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training Competencies: <ul style="list-style-type: none"> * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Planning, Monitoring and Evaluation Office
19	Administrative Aide VI	CHMSCB-ADA6-24-2023	6	17553	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training Competencies: <ul style="list-style-type: none"> * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor 	Quality Management Office

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 **OCTOBER 24, 2023**.

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:

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.