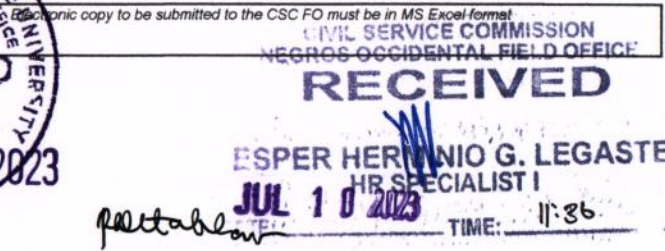




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Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

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

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

Date: July 10, 2023

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	Accountant III	CHMSCB-A3-1-1998	19	51357	Bachelor's degree in Commerce / Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	*Preferably Bachelor of Science in Accountancy * Planning, organizing, and work load assessment * Collaborative linkaging with Budgeting for proper financial monitoring and control * Advanced writing, communication, and technology proficiencies * 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 * Knowledge on the policies of government oversight agencies (eg. DBM, COA, BIR, CHED etc.) *Team Leadership * Problem-solving	CHMSU-Talisay Campus (Accounting Section)

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 July 23, 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
<https://recruitment.chmsu.edu.ph/admin/login.php>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.