

Republic of the Philippines
Carlos Hilado Memorial State College
 Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
 NEGROS OCCIDENTAL FIELD OFFICE

RECEIVED

ESPER HERMINIO G. LEGASTE
 HR SPECIALIST I

DATE: 14 FEB 2019 1:35

WLOSHILADOMEMO
 RECORDS

RELEASE

BY: _____
 DATE: 3/4/19

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 College in the CSC website.

VIOLA D. MONGCAL

HRMO III

Date:

February 13, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Plac Assig
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Guidance Counselor I	CHMSCB-GUIDC1-1-2002	11	20754	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Core Competency Organizational Competency	Binalbaga
2	Administrative Officer II	CHMSCB-ADOF2-17-2004	11	20754	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	Core Competency Organizational Competency	Office of Admin Div
3	Administrative Aide III (Driver)	CHMSCB-ADA3-38-2011	3	12466	Elementary School Graduate	None Required	None Required	Driver License (MC 11, S.96-CAT II)	Core Competency Organizational Competency	Office of Admin Div
4	Administrative Aide III (Clerk I)	CHMSCB-ADA3-20-2010	3	12466	Completion of two-year studies in college or High School Graduate with relevant vocational /trade course	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)	Core Competency Organizational Competency	Talisay - Office
5	Security Guard II	CHMSCB-SECG2-1-1998	5	14007	High School graduate	None Required	None Required	Security Guard License (MC 11, S.1996,CAT II)	Core Competency Organizational Competency	Talisay C
6	Security Guard II	CHMSCB-SECG2-1-2002	5	14007	High School graduate	None Required	None Required	Security Guard License (MC 11, S.1996,CAT II)	Core Competency Organizational Competency	Binalbaga

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 **February 28, 2019**.

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:

VIOLA D. MONGCAL

HRMO III

Carlos Hilado Memorial State College

Mabini St., Talisay City, Negros Occidental

hrmo@chmssc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.