

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



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must be in MS Excel format

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED
ESPER HERMANIO G. LEGASTE
HR SPECIALIST I
DATE: MAY 28 2020

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:

May 28, 2020

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	Security Guard I	CHMSCB-SECG1-3-2002	3	13019	High School Graduate	None Required	None Required	Security Guard License (MC 11, S.1996,CAT II)	Core Competency Organizational Competency	Binalbagan Campus
2	Administrative Aide IV (Driver)	CHMSCB-ADA4-32-2011	4	13807	Elementary School Graduate	None Required	None Required	Driver License (MC 11, S.96- CAT II)	Core Competency Organizational Competency	Fortune Towne Campus
3	Administrative Aide III (Driver)	CHMSCB-ADA3-42-2011	3	13019	Elementary School Graduate	None Required	None Required	Driver License (MC 11, S.96- CAT II)	Core Competency Organizational Competency	Alijis Campus

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 **June 12, 2020**.

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)).