



# Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

*To be a leading GREEN institution of higher learning in the global community by 2030  
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)*

## NOTICE OF SEARCH FOR PRESIDENCY OF CARLOS HILADO MEMORIAL STATE COLLEGE

The Board of Trustees of Carlos Hilado Memorial State College (CHMSC) formally and publicly announces that the **Search for President** is **NOW OPEN**.

### MINIMUM QUALIFICATIONS:

A. Applicants for SUC Presidency must possess the following minimum qualifications:

1. Not be less than thirty-five (35) years old and not more than sixty-one (61) years old at the time of application.
2. A natural-born Filipino Citizen.
3. Holder of an earned doctorate degree from a reputable higher education institution.
4. Proven track record as administrator level institution (President, Vice-President, Dean, Campus Administrator, Director), preferably in the academe, whether in public or private, for at least five (5) years.
5. For candidates who have not previously served as SUC President, he/she must not have been convicted of any administrative offense or of any crime involving moral turpitude, wherein the penalty is more than six (6) months.
6. For SUC Presidents who are undergoing evaluation for a second term, he/she must not have been convicted administrative offense or crime.

B. An applicant who does not meet any one of the abovementioned minimum qualifications and cannot submit pertinent supporting documentary evidences shall be disqualified from the search process.

C. Incumbent Presidents of other SUCs, whose term is set to expire within the six months period of the Search Process, shall be allowed to file/submit his/her application for the vacant president post.

### DOCUMENTARY REQUIREMENTS:

Interested applicants must submit one (1) set of original and six (6) certified photocopies of the following documents to the SCP Secretariat:

1. Formal Application Letter addressed to:

**Hon. Aldrin A. Darilag, Ph.D.**  
Commissioner, Commission on Higher Education  
Chair-Designate, CHMSC Board of Trustees  
4/F HEDC Building, C.P. Garcia Ave.  
U.P. Campus, Diliman, Quezon City

**Attention: Mr. Patrick Owen L. De Guzman, Staff, OCAD**

2. Detailed Curriculum Vitae, signed under oath (personal data, educational qualifications, work experience including organizational chart of the institution showing the applicant's position, research outputs and publications, extension activities, experience in resource generation, awards and certificates, conferences attended).



(63-34)712-0420  
chmsc.edu.ph



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3. Certified true copy of documents in support of the data stated in the Curriculum Vitae. The HR Officer of the organization where the applicant comes from may certify to the authenticity of the documents provided that the original is presented to him/her for comparison.
4. Proposed Vision, Mission, and Development Goals for the Carlos Hilado Memorial State College, not more than five (5) pages.
5. Certificates/Clearances from the following government agencies, obtained not more than three (3) months from the date of filing of application, indicating that the applicant has not been convicted of any administrative and/or criminal case:
  - Sandiganbayan
  - Civil Service Commission (CSC)
  - National Bureau of Investigation (NBI)
  - Regional Trial Court
  - Ombudsman (for government employees)
  - Institution/Company where applicant is presently employed
6. NSO-authenticated Birth Certificate.
7. Medical Certificate of Physical Fitness issued by a physician from a CHED-recognized accredited health institutions but not the same institution where the applicant is presently employed.
8. Results of Neuro-psychiatric examination conducted by a physician from a CHED-accredited health institution but not the same institution where the applicant is presently employed. Results of the Medical Certificate of Physical Fitness and the Neuro-psychiatric examination must be from the same clinic which is a CHED-recognized health institution.
9. Duly accomplished CSC Form 212 made under oath.

The Search Committee for the Presidency reserves the right to validate and verify the authenticity of documents submitted and the right to accept or reject any document that it deems to be questionable.

**IMPORTANT:** Interested applicants must submit one (1) set of original, and six (6) sets of certified photocopies of documents on or before April 6, 2020 at 5:00 p.m. (Philippine Standard Time) to:

**ROY C. RAMOS**  
Secretariat, Search Committee for President  
Board Secretary V  
Office of the Board Secretary  
Carlos Hilado Memorial State College  
Talisay City, Negros Occidental  
Contact No. (034) 712-0006 local 123



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