

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



*[Signature]*  
**VIOLA D. MONGCAL**  
 HRMO III

Date: September 7, 2021

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.

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	Instructor I	CHMSCB-INST1-14-2016	12	26052	Master of Arts in Education major in Early Childhood Education / Master in Special Education or in its allied/related fields	None Required (Preferably with related training)	None Required (Preferably can teach Filipino / English Sign Language)	Licensure Examination for Teachers (LET)	*Mastery in alternative and augmentative mode of communication	CHMSC College of Education- Talisay Campus
2	Administrative Assistant II	CHMSCB-ADAS2-26-2011	8	18251	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	*Technology Adept *Verbal & written communication *Resourcefulness *Detail-oriented	CHMSC Registrar's Office- Talisay Campus
3	Administrative Aide III	CHMSCB-ADA3-47-2011	3	13572	Bachelor's degree relevant to the job	None Required	None Required )	Career Service Sub-Professional (First Level Eligibility)	*Detail-oriented *Typing skills *Filing skills *Interpersonal skills	CHMSC HRM Office- Talisay 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 **September 20, 2021**.

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](http://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.**  
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 SUC President III  
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 Carlos Hilado Memorial State College  
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 Mabini St., Talisay City, Negros Occidental  
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[hrmo@chmsc.edu.ph](mailto:hrmo@chmsc.edu.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**