

Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
 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 College in the CSC website.

VIOLA D. MONGCAL
 HRMO III

Date: January 6, 2022

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	Administrative Officer IV	CHMSCB-ADOF4-21-2010	15	33575	Bachelor of Science in Civil Engineering	Sixteen (16) hours relevant training	*Five years relevant experience in facilities and general services, including management of property, landscaping, solid waste disposal, repairs & maintenance and motorpool and vehicle maintenance services. *Knowledge of construction maintenance and repair facilities *Able to apply a combination of specific knowlegde, skills and abilities appropriate to a General Services Officer position.	RA 1080 (Civil Engineer)	*Technology Adept *Oral and written communication skills *Strong customer service orientation *Analytical thinking *Multi-tasking	CAO - Administrative Services Office (CHMSC Talisay)

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 **January 17, 2022**

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 College

 Mabini St., Talisay City, Negros Occidental

hrmo@chmsc.edu.ph
