



Carlos Hilado Memorial State

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)*

Human Resource Management Office

hrmo@chmsc.edu.ph / (63-34) 712-0420 local 108

The Carlos Hilado Memorial State College is in need of the following

JOB ORDER WORKERS

January 10, 2022

1. POSITION: PROJECT ENGINEER (2)



Office Assignment:

PPDM Office, CHMSC Talisay Campus

Minimum Qualification:

- Bachelor's degree in Civil Engineering
- With a valid Civil Engineer license
- With five (5) or more years field and project planning experience (Project management and supervision skills)
- With excellent computer literacy and preferably with knowledge of design and visualization software
- Strong written and verbal communication skills.

Duties and Responsibilities:

1. Ensure Project monitoring and quality assurance at site
2. Ensure quality of workmanship and quality of materials
3. Control project plan by reviewing design, specifications, and plan and schedule changes; and recommend actions;
4. Maintains project schedule by coordinating activities and resolving problems at the site;
5. Prepare project status reports by collecting, analyzing, and summarizing information and trends; and recommend actions;
6. Maintain safe and clean working environment by enforcing procedures, rules, and regulations.
7. Prepare and review variation orders as maybe required from time to time;
8. Act as member of Technical Working Group for Infrastructure Projects





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2. POSITION: ADMIN ENGINEER (1)

Office Assignment:

PPDM Office, CHMSC Talisay Campus

Minimum Qualification:

- A Bachelor's degree in Civil Engineering
- With a valid Civil Engineer license
- With three (3) or more years' office engineer experience (Prepare billing, program of works and specifications, examine the accuracy of the technical documents of the bidders.

Duties and Responsibilities:

1. Assist the Project Engineer in the performance of site duties;
2. Conduct site inspection and quality assurance on site works;
3. Oversee quality control and health & safety matters on site;
4. Ensure full compliance of all contractors to contract drawings and specifications;
5. Ensure that only approved materials are used at site;
6. Prepare documents related to the project;
7. Conduct site validation and reconciliation of Billing Accomplishments;
8. Coordinate with the college-wide infrastructure project inspectors to check and validate the actual accomplishment on site for payment;
9. Prepare, evaluate and process submitted billings of contractor, prior to releasing of payments;
10. Prepare and submit special conditions of the contract, Bid Data Sheets and Technical Specification Part 1 of the Design and Build Projects to the Bid and Awards Committee;
11. Check and evaluate the submitted plans to include all the requirements of Technical Specification;
12. Assist the Project Engineer in reviewing the submitted documents required for variation orders, extension of time and/or termination of contracts;
13. Perform as Member of the Technical Working Group for Infrastructure Projects;
14. Prepare Bid Evaluation Reports and Post Qualifications reports;
15. Perform other functions as deemed necessary for the implementation of the project.





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4. POSITION: CONSTRUCTION / DOCUMENTATION CLERK (1)

Office Assignment:

PPDM Office, CHMSC Talisay Campus

Minimum Qualification:

- A graduate of any Bachelor's degree
- With three (3) or more years' experience as construction/documentation clerk

Duties and Responsibilities:

1. Controls all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems;
 - Ensures proper document control support;
 - Produces and maintains Document progress reports to Project Manager;
 - Create document control and correspondence folders for individual projects;
 - Work in strict cooperation with the Project Manager and other staff of the Project Management Team to ensure project progress status integration;
 - Ad hoc duties as required to assist the project team;
 - Prepares all minutes of meetings;
 - Prepares all documents related to the projects;

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 21, 2022.**

1. Application Letter addressed to:

VIOLA D. MONGCAL

HRMO III

Carlos Hilado Memorial State College

Talisay City, Negros Occidental

2. Please specify the position being applied for:

3. Duly accomplished PDS (with attachment – Transcript of Record or Diploma, Certificate of Employment, Certificate of Trainings and Certificate of Eligibility)

Prepared by:

HERTZELL S. SIAN, MTM
Administrative Assistant II





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3. POSITION: ELECTRICAL ENGINEER OR MECHANICAL ENGINEER

Office Assignment:

PPDM Office, CHMSC Talisay Campus

Minimum Qualification:

- A Bachelor's degree in Electrical or Mechanical Engineering
- With a valid Professional Electrical or Mechanical Engineer license
- With five (5) or more years' field and project planning experience (Project management and supervision skills)
- Must have design skills in electrical or in mechanical aspect



Duties and Responsibilities:

Electrical Works

1. Ensure that the electrical installation must be in accordance with the approved plans and specifications up to final testing and commissioning in full compliance with the Electrical Code of the Philippines;
2. Prepare product documentation, reports and presentations; recommend actions;
3. Monitor all products in use to improve on future design;
4. Contribute to team effort by accomplishing related results as needed;
5. Act as Technical Working Group – Member, for Infrastructure Projects;
6. Perform other functions as maybe deemed necessary during the implementation of the project.

Mechanical Works

1. In charge in checking the plans and specifications for the air conditioning system, ventilation system elevators and fire protection system, generator foundation used in different locations in building construction;
2. Must be able to determine the capacity of the air conditioning units and all mechanical equipment used;
3. Implement cost-effective equipment modifications to help improve safety and reliability;
4. Develop a project specification with colleagues, often including those from other engineering disciplines;
5. Act as Technical Working Group – Member, for Infrastructure Projects;
6. Contribute to team effort by accomplishing related results as needed.

