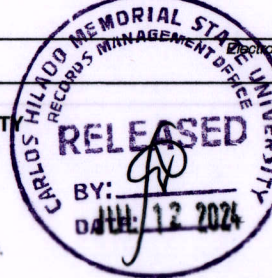


CARLOS HILADO MEMORIAL STATE UNIVERSITY
RECORDS MANAGEMENT OFFICE

RECEIVED

BY: LD
DATE: JUL 12 2024 TIME: 4:07

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



Electronic copy to be submitted to the CSC FO must be in MS Excel format

CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

EMMY LOU TIQUISON
SPECIAL INVESTIGATOR II
DATE: JUL 12 2024 TIME: 2:33

partablan

RAZEL MAE R. DETABLAN, MBA-HRM
Administrative Officer V / HRMO III

Date: July 12, 2024

We hereby request the publication of the following vacant positions, which are authorized to be filled at the Carlos Hilado Memorial State University 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	Information Officer III	CHMSCB-INFO3-40-2023	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree in Communications, Public Relations, Journalism, or allied/related fields * Exceptional Written and Oral Communication Skills * Public Speaking and Interpersonal Skills * Presentation Skills (Advanced) * Influencing and Building Relationships * Computer Skills / Technology Adept / Desktop Publishing Skills * Service Delivery * Tasks Management Planning and Implementation skill 	Center for Internationalization and External Relations - Talisay Campus
2	Planning Officer II	CHMSCB-PL02-30-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree in Accounting, Business Management, Civil Engineering, Economics, Education and Information Technology * Knowledge on the Strategic Performance Management System (SPMS) geared towards PRAISE evaluation * Good Leadership Skills * Average Level of Intrapersonal Ability * Analytical Skill * Strategic Planning and Mapping * Planning, Organizing and Delivering * Meticulous attention to detail * Proficient in Oral and Written Communications * Computer Skills / Technology Adept * Presentation Skill * Risk Management Assessment 	Planning, Monitoring and Evaluation Office - Talisay Campus
3	Information Officer I	CHMSCB-INFO1-38-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree in Communications, Public Relations, Journalism, or allied/related fields * Exceptional Written and Oral Communication Skills * Public Speaking and Interpersonal Skills * Presentation Skills * Influencing and Building Relationships * Computer Skills / Technology Adept / Desktop Publishing Skills * Service Delivery * Tasks Management Planning and Implementation skill 	Center for Internationalization and External Relations - Talisay Campus

4	Planning Officer I	CHMSCB-PL01-29-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> * Preferably a Bachelor's degree in Accounting, Business Management, Civil Engineering, Economics, Education and Information Technology * Knowledge on the Strategic Performance Management System (SPMS) geared towards PRAISE evaluation * Analytical Skill * Strategic Planning and Mapping * Planning, Organizing and Delivering * Meticulous attention to detail * Proficient in Oral and Written Communications * Computer Skills / Technology Adept * Presentation Skill * Risk Management Assessment 	Planning, Monitoring and Evaluation Office - Talisay Campus
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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 **July 26, 2024**.

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 University

Mabini St., Talisay City, Negros Occidental

hrmo.recruitment@chmsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.