

Place of Assignment :	CHMSU Fortune Towne Campus- Budget Section
Position Title :	Administrative Assistant II
Plantilla Item No. :	CHMSCB-ADAS2-26-2011
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 20,534.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two-year studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	* Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields Competencies: * Knowledge on legislative requirements and regulations on budgeting * Knowledge on Unified Reporting System (URS) and code updates * Basic knowledge on reconciliation and document trailing * Meticulous attention to Detail * Technology adept / Computer Skills * Interpersonal Skills * Capability of relating processes with routing of documents * Basic filing management * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor

Instructions/Remarks :

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 October 10, 2024.

Documents:

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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NORBERTO P. MANGULABNAN, PhD.

SUC President III

Place of Assignment :	CHMSU Talisay Campus- Supply and Property Management Unit
Position Title :	Administrative Assistant II
Plantilla Item No. :	CHMSCB-ADAS2-21-2011
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 20,534.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two-year studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	* Preferably a Bachelor's Degree relevant to the job * Knowledge of Agency Procurement Request, Contract Preparation, Property Management, and Annual Inventory Report * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented

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SUC President III

Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental
hrmo.recruitment@chmsu.edu.ph

Place of Assignment :	CHMSU-Alijis Campus (CCS)
Position Title :	Instructor I
Plantilla Item No. :	CHMSCB-INST1-6-2022
Salary/Job/Pay Grade :	12
Monthly Salary :	Php 30,705.00
Eligibility :	RA 1080 (Licensed Chemical Engineer)
Education :	Master's degree in the area of specialization or its allied /related fields
Training :	None Required
Work Experience :	None Required
Competency :	*Master's degree in Chemical Engineering or its allied/related fields (Bachelor's degree in Chemical Engineering, or other related Engineering program) *With at least one (1) year of relevant experience particularly teaching chemistry and physics or other engineering courses. *With updated PRC license *Proficient in the use of the english language, both in oral and written communication. *Good team player with excellent work attitude and interpersonal skills. *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.

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Place of Assignment :	CHMSU Fortune Towne Campus - Records Unit -
Position Title :	Administrative Officer I
Plantilla Item No. :	CHMSCB-ADOF1-16-2010
Salary/Job/Pay Grade :	10
Monthly Salary :	Php 24,381.00
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's degree relevant to the job
Training :	None Required
Work Experience :	None Required
Competency :	* Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Ability to apply and adapt records management standards related to the cycle of records * Knowledge on R.A. 10173 (Data Privacy Act of 2012) and Freedom of Information (FOI) Bill, ISO 9001:2015 and Quality Management System * Professionalism * Computer Skills * Attention to Detail * Proficient in Oral and Written Communication * Service Delivery Oriented

Instructions/Remarks :

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SUC President III

Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental

Place of Assignment :	CHMSU Talisay Campus - Records Unit
Position Title :	Administrative Aide VI
Plantilla Item No. :	CHMSCB-ADA6-32-2023
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 18,255.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two-year studies in college
Training :	None Required
Work Experience :	None Required
Competency :	* Preferably a Bachelor's degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Multi-tasker (presence of mind) * Interpersonal Skills * Filing management skills * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor

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Mabini St., Talisay City, Negros Occidental
hrmo.recruitment@chmsu.edu.ph

Place of Assignment :	CHMSU-Fortune Towne Campus (CBMA)
Position Title :	Instructor I
Plantilla Item No. :	CHMSCB-INST1-5-2021
Salary/Job/Pay Grade :	12
Monthly Salary :	Php 30,705.00
Eligibility :	None Required
Education :	Master's degree in the area of specialization or its allied /related fields
Training :	None Required
Work Experience :	None Required
Competency :	*Master's degree in Business or its allied/related fields (Bachelor of Science in Entrepreneurship) *With relevant training in entrepreneurship *With relevant work experience in managing an enterprise *Preferably an Entrepreneur *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.

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SUC President III

Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental
hrmo.recruitment@chmsu.edu.ph

Place of Assignment :	CHMSU-Talisay Campus - Human Resource Management Office
Position Title :	Administrative Aide VI
Plantilla Item No. :	CHMSCB-ADA6-31-2011
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 18,255.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two-year studies in college
Training :	None Required
Work Experience :	None Required
Competency :	* Preferably a Bachelor's Degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Meticulous Attention to Detail * Multi-tasker (presence of mind) * Interpersonal Skills * Basic filing management skills * Computer Skills/Technology adept * Capability of relating processes with routing of documents * Trainable for Service Delivery * * Written and Oral Communication Skills is a plus factor

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SUC President III

Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental

Place of Assignment :	CHMSU-Talisay Campus - Budget Section
Position Title :	Administrative Aide VI
Plantilla Item No. :	CHMSCB-ADA6-28-2023
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 18,255.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two-year studies in college
Training :	None Required
Work Experience :	None Required
Competency :	* Preferably a Bachelor's Degree in Accountancy, Accounting Technology, Management Accounting or its allied/related fields * Preferably with 1 year of relevant experience and at least 4 hours of relevant training Competencies: * Meticulous Attention to Detail * Multi-tasker (presence of mind) * Interpersonal Skills * Basic filing management skills * Computer Skills/Technology adept * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor

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SUC President III

Carlos Hilado Memorial State University

Place of Assignment :	CHMSU Binalbagan Campus - Office of the Executive Director
Position Title :	Administrative Aide IV
Plantilla Item No. :	CHMSCB-ADA4-19-2004
Salary/Job/Pay Grade :	4
Monthly Salary :	Php 16,209.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two-year studies in college
Training :	None Required
Work Experience :	None Required
Competency :	* Preferably a Bachelor's Degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Knowledge in Registrarship * Meticulous Attention to Detail * Multi-tasker (presence of mind) * Interpersonal Skills * Basic filing management skills * Computer Skills/Technology adept * Capability of relating processes with routing of documents * Trainable for Service Delivery * Written and Oral Communication Skills is a plus factor

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SUC President III

Carlos Hilado Memorial State University

Place of Assignment :	CHMSU Binalbagan Campus - Cash Unit
Position Title :	Administrative Aide VI
Plantilla Item No. :	CHMSCB-ADA6-27-2004
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 18,255.00
Eligibility :	Career Service (Sub-Professional) First Level Eligibility
Education :	Completion of two-year studies in college
Training :	None Required
Work Experience :	None Required
Competency :	* Preferably a Bachelor's Degree relevant to the job * Preferably with 1 year of relevant experience and at least 4 hours of relevant training * Meticulous Attention to Detail * Multi-tasker (presence of mind) * Interpersonal Skills * Basic filing management skills * Computer Skills/Technology adept * Capability of relating processes with routing of documents * Trainable for Service Delivery * * Written and Oral Communication Skills is a plus factor

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Place of Assignment :	CHMSU-Talisay Campus (CAS)
Position Title :	Instructor I
Plantilla Item No. :	CHMSCB-INST1-7-2011
Salary/Job/Pay Grade :	12
Monthly Salary :	Php 30,705.00
Eligibility :	RA 1080 (Registered Guidance Counselor or Registered Psychometrician)
Education :	Master's degree in the area of specialization or its allied /related fields
Training :	None Required
Work Experience :	None Required
Competency :	*MS/MA in Psychology or in Guidance and Counseling or its allied related field(Bachelor of Science/Arts in Psychology) *With at least 20 hours of relevant training *With at least 1 years of relevant experience *With updated PRC license *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.

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SUC President III

Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental

Place of Assignment :	CHMSU-Talisay Campus (COEd)
Position Title :	Instructor I
Plantilla Item No. :	CHMSCB-INST1-6-2010
Salary/Job/Pay Grade :	12
Monthly Salary :	Php 30,705.00
Eligibility :	RA 1080 (Licensed Professional Teacher)
Education :	Master's degree in the area of specialization or its allied /related fields
Training :	None Required
Work Experience :	None Required
Competency :	*Master's Degree in Technology Education or its equivalent and or allied/related fields *A graduate of Teacher Education Program with Technology and Livelihood Education/Technical Vocational Teacher Education preferably to the areas of air- conditioning, electrical, welding and automotive technology *With at least 10 hours of relevant training *With at least one (1) year teaching experience in the field of technical vocational program *Must be compliant with the training regulations of TESDA National Competencies (NC) & Training Methodologies (TM) holder *With updated PRC license *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.

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Place of Assignment :	CHMSU-Binalbagan Campus (COF)
Position Title :	Instructor I
Plantilla Item No. :	CHMSCB-INST1-38-2016
Salary/Job/Pay Grade :	12
Monthly Salary :	Php 30,705.00
Eligibility :	RA 1080 (Fisheries Professional)
Education :	Master's degree in the area of specialization or its allied /related fields
Training :	None Required
Work Experience :	None Required
Competency :	*Master's Degree in Fisheries Technology or its allied/related fields (Bachelor's degree in Fisheries Technology) *With relevant trainings in the field of fisheries *With updated PRC license *Technical Competency *Preferably with research experience and having published research papers in journals, or presented research papers in conferences.

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : September 30, 2024

Closing Date : October 10, 2024