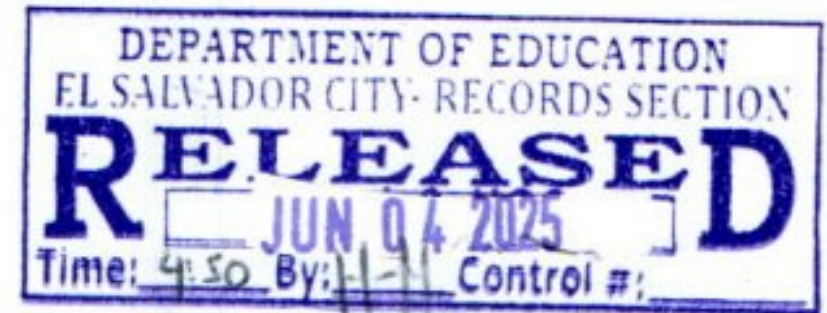




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



03 JUN 2025

DIVISION MEMORANDUM
No. 184, s. 2025

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
SECURITY GUARD I**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the call for the submission of Applications for Security Guard I, until **June 16, 2025, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	SG/ Salary	Item No.	Station Assignment
Security Guard I	SG-3 / Php 15,852.00	OSEC-DECSB-SECG1- 660208-1998	Division Office
Security Guard I	SG-3 / Php 15,852.00	OSEC-DECSB-SECG1- 660217-1998	Division Office

2. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."
3. The assessment for this position shall be based on the following criteria:
 - **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - **Training** hours relevant to the position to be filled, acquired after the last promotion but within the **last five (5) years**;
 - **Experience** relevant to the position to be filled;



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Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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- **Performance** based on submitted performance rating covering **one (1) year or 12 months performance** in the current or previous job or position relevant to the position to be filled;
- **Outstanding Accomplishments** acquired after the last promotion;
- **Application of Education** acquired after the last promotion;
- **Application of Learning and Development (L&D)** acquired after the last promotion; and
- **Potential** measured using other evaluative assessments

4. The following qualification standards shall be considered:

Prescribed Qualifications

- Education:* High School Graduate
- Training:* none required
- Experience:* none required
- Eligibility:* Security Guard License (MC 10, s. 2013 - CAT IV)

Required Competencies

- Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;
- Core Skills:* Oral Communication Written Communication, Computer/ICT Skills

5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, which shall be 2025-ELSA-SG1A_Full Name (e.g. 2025-ELSA-SG1A_Juana D. Cruz). **Order of documents shall be as follows:**

- Letter of intent addressed to the Schools Division Superintendent

RANDOLPH B. TORTOLA

Schools Division Superintendent

- Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
- Photocopy of Certificate of Eligibility/Report of Rating;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
- Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable
- Photocopy of Certificates of Training if applicable
- Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
- Photocopy of Latest Appointment, if applicable
- Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled



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- k. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points
- ii. Awards and Recognition MOVs:
 - (1) Memorandum or document showing the Criteria for the Search / Designation
 - (2) Certificate of recognition/Award
 - iii. Research and Innovation MOVs:
 - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
 - (2) Accomplishment report verified by the Head of Office
 - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office
 - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office
 - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page.
 - iv. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
 - (1) Issuance/Memorandum showing the membership in NTWG or Committee
 - (2) Certificate of Participation or Attendance;
 - (3) Output/ Adoption by the organization/DepEd
 - v. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
 - (1) Issuance/ Memorandum/ Invitations/ Training Matrix
 - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation
 - (3) Slide deck/s used and/or Session guide/s
 - vi. NEAP Accredited Learning Facilitator MOVs:
 - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
- e. Means of Verification (MOVs) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units



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earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:

- (1) Action Plan approved by the Head of Office
- (2) Accomplishment Report verified by the Head of Office
- (3) Certification of the utilization/adoption signed by the Head of Office

- f. Means of Verification (MOV) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:

- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
- (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
- (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.

6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main
Chairperson	Conniebel C. Nistal, Asst. Schools Division Superintendent
Members	Rolly B. Labis, Chief-SGOD
	Jeffrey M. Martinez, AO V
	Felanie Marie A. Lim, HRMO II
	Alan T. Saculungan, AO IV
Secretariat	Randy Rhys U. Capistrano, ADAS III



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7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
Until June 16, 2025, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
June 19, 2025	Initial Evaluation	IER Committee
June 24, 2025	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
June 26, 2025	Interview and Final Deliberation	HRMPSB & Applicants
June 30, 2025	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. Only applicants tagged as "qualified" in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadorcity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation. Qualified applicants will also receive confirmation via email.
9. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
10. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

HIRING RECRUITMENT SELECTION



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled out by the applicant, Check if submitted)	Verification (To be filled out by the HPMO/HR Office/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In compliance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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Attachment to DM No. 17, s. 2025

Duties and Responsibilities
Security Guard I

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	
Percentage of Working Time	(State the duties and responsibilities)
100%	Under General Supervision 1. Supervision the overall activities of the Security Department 2. Prepares and implements Policies on the security matters 3. Coordinates with other agencies on security, recovery disaster response and other matters relevant to the security 4. Safeguards and protects building, properties, cash, equipment, supplies, cargoes, firearm, mail and similar items against robbery, theft, pilferage, damage and other supplies and other similar hazard. 5. Guards and checks cargoes and goods being loaded or unloaded and conduct the same to destination. 6. Guards an protects premises, compound shops, bodegas and motor pool from unlawful entries 7. Takes note of persons and vehicles entering and leaving premises or compound and searches and seizes them for contrabands. 8. Accosts suspicious persons and reports unusual happenings and accidents and maintains order within the vicinity. 9. Escorts paymaster or cashier and government officials to their destinations, issues page passes to authorized persons. 10. Inspect condition of building to detect needed repairs and reports the same. 11. Goes on patrol to apprehend or retrieve escape, suppresses riots, fight and acts of violence 12. Conduct preliminary investigation of disturbances and infractions of the institutions rules and regulations. 13. Guards and protects officials and employees 14. Does other related work that may assigned from time to time.



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