



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City



September 10, 2019

DIVISION MEMORANDUM

No. 506 s. 2019

TO : ALL INTERESTED APPLICANTS
This Division

SUBJECT: CONDUCT OF SELECTION FOR SECURITY GUARD I

1. This Office announces the ranking of qualified applicants for Security Guard I.
2. The following qualification standards shall be considered:

Position	Education	Experience	Training	Eligibility
Security Guard I- SG 3	High School Graduate	None required	None required	Security Guard License

3. Interested applicants shall submit one folder of photocopied documents on or before October 1, 2019 together with the application letter addresses to **RANDOLPH B. TORTOLA**, Schools Division Superintendent.
 - a. Application letter;
 - b. Accomplished Form 212 with 2"x2" picture;
 - c. Performance rating for the last three rating periods;
 - d. Updated copy of service record;
 - e. Transcript of records;
 - f. Certificate of registration/ license;
 - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
4. Applicants shall bring original copies of the documents they have submitted for the interview/deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
5. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

6. The Personnel Selection Board (PSB) is composed of the following:

Chairman : **ROWENA H. PARA-ON**
ASDS

Members : **ERLINDA G. DAEL**
CID Chief

RUDY O. MAGDUGO
SGOD Chief

RHODORA L. GALLARES
Education Program Supervisor
OIC AO IV

MARIA ASUNCION G. RAFOLS
MOPSTEA President


MARIO T. ARROYO
ADAS II

LYNNETH R. ABROGUEÑA
DAPSHHI President

MELANIE C. ESTENZO
AO IV

Secretariat: **CLARIBEL A. RODRIGUEZ**
ADAS III

7. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

RBT/clr