



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

Notice of Vacancy
June 13, 2022
NV No. 2022-009

Position Title	Plantilla Item No.	Place of Assignment
One (1) Security Guard II	OSEC-DECSB-SECG2-843156-2003	Schools Division of South Cotabato – Lamian National High School

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Security Guard II	5	Php 15,909.00	High School Graduate	None Required	None Required	Security Guard License (MC11, s.1966 CatIV)

Duties and Responsibilities of **Security Guard II**.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Safeguard and Protection Management	<ol style="list-style-type: none"> 1. Interview the client, inspect the luggage and require them to sign in the visitors logbook before letting them enter the school premises. 2. Inspect or check the vehicles, inquire its purpose and still let them register in the visitor's logbook to prevent hazardous and untoward incidents to happen. 3. Conduct daily inspection in the entire school premises to ensure safety of the school. 4. Goes on Patrol or roving to check the safety of students, faculty, staff and visitors.

SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020



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Email Address: south.cotabato@deped.gov.ph





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	5. Accords suspicious persons and report unusual happenings and incidents during the class hours to maintain peace and order.
Record Management	1. Submit reports regularly and maintain visitor's logbook.
Professional Growth and Development	1. Participate to national, regional, division wide or in-school activity that will increase and improved awareness and promotion. 2. Must attend at least one seminar, training, workshop or conferences for personal and professional advancement or development.

The DepEd Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

- a. Application Letter;

Address to: **RUTH L. ESTACIO PhD, CESO VI**
Schools Division Superintendent
DepEd Schools Division of South Cotabato
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**
Asst. Schools Division Superintendent
HRMPSB Chairman

- b. Personal Data Sheet (PDS Revised March 2017);
c. Certified Photocopy of Official Transcript of Records w/ Special Order and CHED Certification, Authentication and Verification;
d. Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
e. Certificates of Training/Awards/Recognition/Outstanding

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Accomplishments;

- f. Service Record / Employment Certificate; and
- g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.
- h. Original Copy of Notarized Omnibus Certification of Authenticity and Veracity of Documents.

Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

PLEASE SUBMIT ONLY ONE (1) SET OF FASTENED (use safety paper fastener) **PERTINENT DOCUMENTS**.

- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007, “**Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions**” for the criteria and number of points assigned to each criterion.
- **Deadline for submission of pertinent documents: June 28, 2022**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit their pertinent documents to DepEd Schools Division of South Cotabato Records Section. In addition, kindly access this link **bit.ly/SDOSC-ORF-NTPA-HRMPSE** for your online registration.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

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