



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

**Office of the Schools Division Superintendent**

**01 Feb 2024**

DIVISION MEMORANDUM  
 OSDS No. **019**s. 2024

**NOTICE OF VACANCY FOR SECURITY GUARD I AND ADMINISTRATIVE AIDE VI OF LAMIAN NHS**

To: Assistant Schools Division Superintendent  
 Public Schools District Supervisors/Principals In-Charge  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the following vacant positions:

**a. Position Details**

| Position Title                 |   | Plantilla Item Number                                      | Place of Assignment |
|--------------------------------|---|--|---------------------|
| SECURITY GUARD I               | 1 | SECG1-840011-2003  | LAMIAN NHS          |
| ADMINISTRATIVE AIDE VI (Clerk) | 2 | OSEC-DECSB-ADA6-840039-2004<br>OSEC-DECSB-ADA6-840038-2004 |                     |

**b. CSC Qualification Standards**

| Position Title                 | S G | Basic Monthly Salary | Education            | Experience    | Training      | Eligibility  |
|--------------------------------|-----|----------------------|----------------------|---------------|---------------|--|
| Security Guard I               | 3   | 14,678.00            | High School Graduate | None required | None required | Security Guard License (MC 11, s.1996 Cat. IV), as amended by CSC MC 10, s. 2013 |
| Administrative Aide VI (Clerk) | 6   | 17,553.00            | Completion of 2      | None required | None required | Civil Service  |



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| Position Title | S<br>G | Basic<br>Monthly<br>Salary | Education                      | Experience | Training | Eligibility                               |
|----------------|--------|----------------------------|--------------------------------|------------|----------|---|
|                |        |                            | years<br>studies in<br>College |            |          | Eligibility<br>(Sub-<br>Profession<br>al) |

**c. Duties and Responsibilities**

Duties and Responsibilities of a **Security Guard**

| KEY RESULT AREA/S                   | DUTIES AND RESPONSIBILITIES   |
|-------------------------------------|---|
| Safeguard and Protection Management | <ul style="list-style-type: none"> <li>Interview the client, inspect the luggage and require them to sign in the visitor's logbook before letting them enter the school premises.</li> <li>Inspect or Check the vehicles, inquire its purpose and still let them registers in the visitor's logbook to prevent hazardous and untoward incidents to happen.</li> <li>Conduct daily inspection in the entire school premises to ensure safety of the school.</li> <li>Goes on patrol or roving to check the safety of students, faculty, staff and visitors.</li> <li>Accords suspicious persons and report unusual happenings and incidents during the class hours to maintain peace and order.</li> </ul> |
| Record Management                   | <ul style="list-style-type: none"> <li>Submit reports regularly and maintain visitor's logbook.</li> </ul>  |
| Professional Growth and Development | <ul style="list-style-type: none"> <li>Participate to national, regional, division wide or in-school activity that will increase and improved awareness and promotion.</li> <li>Must attend at least one seminar, training, workshop or conferences for personal and professional advancement for development.</li> </ul>   |

Duties and Responsibilities of an **Administrative Aide VI**

| KEY RESULT AREA/S                           | DUTIES AND RESPONSIBILITIES   |
|---|---|
| Schedules Administrative Service Activities | <ul style="list-style-type: none"> <li>Schedules/calendars/meetings/appointment/training/workshops.</li> </ul>  |
| Records and Files                           | <ul style="list-style-type: none"> <li>Documents/ communications received, routed, tracked.</li> <li>Filing system created and maintained.</li> </ul> |



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|                        |   |
|------------------------|---|
|                        | <ul style="list-style-type: none"><li>• Documents filed, retrieved, archived to Records Office or disposed as needed.</li><li>• Comprehensive and complete minute of meetings/ agenda attended.</li><li>• Daily attendance of Administrative Service Staff (to establish staff location).</li></ul> |
| Administrative Support | <ul style="list-style-type: none"><li>• Encoded documents</li><li>• Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li><li>• Supporting documents, petty cash, documents/forms).</li></ul>  |
| Secretariat/Frontline  | <ul style="list-style-type: none"><li>• Travel bookings made.</li><li>• Appointment, venue and meals arranged.</li><li>• Received/routed calls.</li><li>• Visitors responded to follow through on inquiries.</li><li>• Perform other functions as may be assigned by the School Head.</li></ul>     |

**d. Documentary Requirements**

Interested and qualified applicants should signify their interest through writing and attach the following documents:

- i. Letter of intent address to the Schools Division Superintendent

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- iii. Photocopy of Security Guard License (MC 11, s.1996, CAT IV), as amended by CSC MC 10, s. 2013;
- iv. Photocopy of Eligibility for ADA VI and Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. Photocopy of Certificate of Relevant Trainings;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;



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- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- ix. Checklist of Requirements and Omnibus Sworn Statement on the Certification and Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order 007, s. 2023: Annex C; and
- x. Other documents that can use as means of verification on the Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group)

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

2. The Criteria for Evaluation to be used for the vacant position shall be **DepEd Order No. 007, s. 2023 – Enclosure No. 5 Criteria and Point System for Hiring and Promotion to Non-Teaching Personnel**.

| Criteria  | Breakdown of Points<br>General Services |
|---|---|
| Education                                       | 5                                       |
| Training  | 5                                       |
| Experience                                      | 20                                      |
| Performance                                     | 10                                      |
| Outstanding Accomplishments                     | 5                                       |
| Potential (Written Test, BEI, Work Sample Test) | 55                                      |
| <b>TOTAL</b>                                    | <b>100</b>                              |

3. Deadline for submission of pertinent documents shall be on **February 19, 2024**. No pertinent papers shall be accepted thereafter.

4. The following shall be the timeliness for the recruitment and selection:

| ACTIVITY  | SCHEDULE                         | PERSON RESPONSIBLE                            |
|---|----------------------------------|---|
| Deadline of Submission of Application Documents to Lamian NHS                 | February 19, 2024                | Applicants,<br>School AO                      |
| Conduct of Behavioral Event Interviewing (BEI), Written Exam and Open Ranking | To be arranged by the Lamian NHS | School AO<br>/School<br>HRMPSB/<br>Applicants |



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| ACTIVITY  | SCHEDULE          | PERSON RESPONSIBLE |
|---|-------------------|--------------------|
| Submission of School Comparative Pre-assessment, application documents, and other means of verification to support conduct of comparative assessment (interview rating sheet, minutes of interview and deliberation and accomplished individual assessment form) to SDO | February 23, 2024 | School AO          |

- Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through mobile/telephone, or through social media messaging.
- To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
- Applicants are advised to submit **One (1) Set** of pertinent documents to school where the vacancy exists. In addition, kindly access this link <https://bit.ly/SDOSOnlineRegistrationofApplicants> for your online registration.
- This division practices Equal Employment Opportunity Principle (EEOP), thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
- For any inquiry regarding the conduct of the activity, personnel concerned are advised to contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
- Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent



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Encl.: N o n e

Reference: As stated

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

EMPLOYMENT      HIRING  
RECRUITMENT

IMCP/DM- notice of vacancy for security guard I and administrative aide VI of  
lamian nhs  
0000/February 01, 2024



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