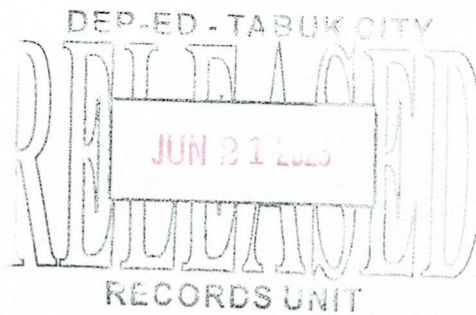




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

June 19, 2023

Division Memorandum

No. 227, s. 2023

SUBMISSION OF APPLICATION FOR SECURITY GUARD I

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit your application letter together with your pertinent documents for **Security Guard I**. Submission of application is until **June 30, 2023 at 5:00 pm**.
2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply.
3. Applicants are required to register online to this link: <https://tinyurl.com/bdeee6p5> prior to submission of their folders for application for Teaching & Non Teaching Positions. QRCode is also posted at the Public Assistance Complaints Desk (PACD).
4. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility	Place of Submission
Security Guard I	High School Graduate	None required	None required	Security Guard License	SDO

5. As to the arrangement of documents, please follow the following order (**in 4 folders with respective tabbings**).
 - A. Application Letter
 - B. Updated Personal Data Sheet w/ Work Experience Sheet
 - C. Performance Rating (if available)
 - D. Service Record
 - E. Outstanding Accomplishments with MOVs
 - F. Education
 - G. Training with MOVs
 - H. Experience
 - I. Performance
6. Please refer to **DO 007, s. 2023** for the MOVs to be attached.
7. An **Omnibus Sworn Statement** (Annex A) (Form available at the Records Unit of SDO) Checklist of Requirements shall be attached to the application stating that all documents



Address: BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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submitted, and these documents are originally produced as an output of the performance of one's position description forms.

8. Submission of application and insertion of documents after the set deadline is not accepted.
9. For information and guidance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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