



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

28 May 2024

DIVISIONAL MEMORANDUM

No. 161 , s. 2024

**CONDUCT OF SELECTION FOR SECURITY GUARD I
 FOR OZAMIZ CITY SCHOOL OF ARTS & TRADES**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Schools District Supervisor
 Public Elementary and Secondary School Heads
 All others concerned
 This Division

1. This Office calls for the submission of Applications for Security Guard I for Ozamiz City School of Arts & Trades.
2. The ranking shall abide with the guidelines stipulated in DepEd Order 07, s. 2023, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
SECURITY GUARD I	3	High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 2013, Cat. IV)	Ozamiz City School of Arts & Trades

3. All interested applicants shall submit the following documentary requirements to OCSAT:
 - a. Letter of intent addressed to the Head of Office;
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 - c. Performance rating in the last rating period, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating/License;
 - e. Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if applicable;
 - f. Photocopy of Certificates of Training, if applicable;
 - g. Photocopy of latest appointment, if applicable;
 - h. Checklist of Requirements and Omnibus Sworn Statement (refer to DepEd Order 07, s.2023 Annex C)



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph



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i. Other documents as maybe required by the School HRMPSB for comparative assessment, including but not limited to:

i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

4. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
June 4, 2024	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants and School HRMPSB
June 11, 2024	Deadline for submission of pertinent documents to OCSAT	Applicants and School HRMPSB
June 13, 2024	Initial Evaluation of Documents	School HRMO
June 14 - 28, 2024	Posting of Selection Line-Up	School HRMO
June 21, 2024	Background Investigation	School HRMPSB Secretariat
July 2, 2024	Interview/Deliberation en Banc/Further Evaluation	School HRMPSB & Applicants
July 4, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

5. 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.

6. Immediate dissemination and compliance of this Memorandum is enjoined.

NIMFA R. LAGO, PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

References: As stated

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

HIRING GUIDELINES SELECTION

AJS/DM – CONDUCT OF SELECTION FOR SECURITY GUARD I FOR OZAMIZ CITY SCHOOL OF ARTS & TRADES

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