

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (First Level Positions)

**POSITION** : Security Guard I  
**FORMER** : Remegio M. Recto  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-SECG1-73-2017  
**OFFICE** : Buyabod School of Arts and Trades (BSAT)  
**MONTHLY BASIC SALARY** : (SG-3) (Php 14,678.00) **PERA:** 2,000.00 **RATA:** N/A

#### THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (20%) Safeguard school properties, personnel, and students;
- (15%) Enforce school policies and regulations;
- (15%) Maintain peace and order in the school premises;
- (15%) Observe proper relief of post;
- (10%) Provide reports pertaining to security and safekeeping;
- (15%) Participate in professional development, physical and mental; and
- (10%) Perform other related functions.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : High School Graduate  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**ELIGIBILITY** : Security Guard License

#### SPECIAL QUALIFICATIONS:

- With at least 3 years of relevant experience;
- With knowledge in security procedures and emergency response;
- Good in oral and written communication; and
- Good critical thinking, situational awareness and decision-making skills.

#### CORE COMPETENCIES:

- Work effectively in vocational education and training
- Receive and respond to workplace communication
- Work with others
- Demonstrate work values
- Practice basic housekeeping procedures
- Perform computer operations
- Compile records
- Perform clerical procedures
- Carry out minor vehicle maintenance and servicing
- Drive light vehicle
- Implement and coordinate accident-emergency procedures

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **January 2, 2024**:

- Letter of Application addressed to **Regional Director ANGELINA M. CARREON**, specifying the position and office applying for;
  - Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
  - Performance Rating in the last rating period CY 2023 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2023 and July to December
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2022 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;

- Authenticated copy of Security Guard License;
- Authenticated copy of transcript of records/diploma;
- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- For government employees only: a copy of previous appointment and Service Record;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY); and
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peer, Subordinates (if applicable) and Clients (if applicable);

***Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.***

  
**VANESSA JANE D. ACEVEDA**  
Chief Administrative Officer  
TESDA MIMAROPA

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