TESDA MIMAROPA

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Tawiran, Calapan City, Oriental Mindoro

JOB OPENING

POSITION	:	Security Guard I		
FORMER INCUMBENT	:	Renato P. Sarabia		
ITEM NUMBER	:	TESDAB-SECG1-85-2017		
OFFICE	:	Puerto Princesa School of Arts and Trades (PPSAT)		
SALARY	:	SG-3 (PhP 15,852.00)	**PERA:**	2,000.00
			RATA:	N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 25% - Safeguard the school premises, personnel, trainees and properties;
- 25% - Inspect the proper wearing of uniforms and IDs of all trainees entering the school compound;
- 25% - Conducts periodic inspection and recommends measures to management that would be necessary to safeguard the school premises, personnel and properties;
- 25% - Prevents thievery and pilfering of school properties and reports immediately of any findings/incident that took place upon the start and turnover of this duty.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education:	High School Graduate
Experience:	None required
Training:	None required
Eligibility:	Security Guard License

SPECIAL QUALIFICATIONS:

- Good moral character and work ethics;
- Able to think critically and react appropriately in stressful or emergency situations is crucial.
- Excellent verbal and written communication skills;
- Keen attention to detail and constant vigilance;
- Strong interpersonal skills and customer-service mindset.

CORE COMPETENCIES:

- Exemplify integrity (Practices adherence to organizational policies, rules and regulations).
- Deliver service excellence (Interacts with customers).
- Solve problems and making decisions (Solves/addresses routine problems).
- Work effectively in TVET environment (Works within the vocational education and training policy framework).

All interested applicants must submit their application to: http://tiny.cc/tesdaregion4brecruitment not later than December 12, 2025:

- Intent letter addressed to Regional Director Baron Jose L. Lagran, indicating the position, office, where the vacancy exists and its item number;
- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2025) (printed in legal size paper) subscribed and sworn to with accomplished Work Experience Sheet (attachment to CSC Form 212, Revised 2025 can be downloaded at the CSC website);
- Service Records for *TESDA applicants or applicants from other government agencies* OR *Certificate/s of Employment for outside applicants*;
- List of training programs attended indicating the no. of training hours together with the certified photocopies of training certificates (if applicable);
- Performance Evaluation System (PES) Ratings for Calendar Year 2024 for outside applicants OR Individual Performance Commitment Review (IPCR) ratings for January to June 2025 and July to December 2024 (with at least Very Satisfactory Rating) *for TESDA applicants or applicants from other government agencies*;
- Copy of previous appointment *for TESDA applicants or applicants from other government agencies;*
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peers, Subordinates (if applicable) and Clients (if applicable).
- Certified true copy of transcript of records/diploma;
- Authenticated copy/Photocopy/Scanned copy of Security Guard License; and
- Awards related to Performance (proof of evidences in the form of citation, medal, plaque, for awards/rewards received) if applicable

"TESDA, as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however, that they meet the minimum requirements of the position to be filled."

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.

(SGD.) VANESSA JANE D. ACEVEDA
FASD Chief
TESDA MIMAROPA

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