



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, 2<sup>nd</sup> District, Metro Manila

September 4, 2012

**MEMORANDUM TO:**

**Asst. Schools Division Superintendents  
Division/District Supervisors  
Elementary/Secondary School Principals  
Officers In-Charge  
Heads of Administrative Units  
All Employees Concerned**

In view of the approval of the request for additional Seventy Two (72) contractual items for Security Enforcers the Division/Promotion Selection Board for Non-Teaching Personnel will conduct an evaluation/interview of all qualified applicants for said position for deployment to the different secondary/elementary schools, this Division.

In this connection, all interested and qualified applicants are advised to submit to the Head, Personnel Services Section, this Office, the following documents (original & xerox copy) for authentication and ranking purposes on or before **September 14, 2012**.

1. Personal Data Sheet (CS Form 212)
2. Updated Service Record
3. Certificate of Outstanding Accomplishments
5. Transcript of Records/Diploma
6. Certificate on Seminars/Trainings Attended
7. Performance Ratings (*if employed*) *Two Rating Period*
8. Security Guard License
9. Certification of good moral character from the Barangay where you are presently residing (for new applicants)
10. Cert. of no Pending Administrative Case (*if employed and had been employed*)

**Educational Qualifications of Contractual Security Enforcers:**

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

Examination will be on **September 17, 2012, 8:00 a.m.** at the Computer Laboratory Room, 4<sup>th</sup> floor, Division Office.

Failure to submit the required documents on the prescribed date of submission will mean forfeiture of one's right to be considered for the position.

Interview of applicants will be on **September 18, 2012 at 10:00 a.m.** at the Basement Quezon City Science Interactive Center.

Immediate and wide dissemination of this Memorandum is desired.

  
**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent