

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
3rd Floor, APC Building, Diliman
Quezon City

MC # 6, s. 1972

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS; ALL HEADS OF SPECIAL PROJECTS; REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES
National Irrigation Administration

SUBJECT : CSC Unassembled Examinations for Security Guards, Supervising Security Guards and Security Officers

You are hereby informed that the Civil Service Commission has recently announced the holding of unassembled examinations for the following positions: SECURITY GUARD/SUPERVISING SECURITY GUARD/SECURITY OFFICER. Last day for filing applications will be March 31, 1972, or if mailed, application must be postmarked not later than March 31, 1972. Hereunder are particulars of the said examinations:

Who may apply: Those who are citizens of the Philippines, of good moral character, physically fit, mentally and emotionally stable and of not less than 21 or more than 30 years of age on the day of the examination, may apply. The age limits, however, do not apply to those who are already in the government service on the day of the examination. Those who apply should also undergo a psychological and/or neuro-psychiatric test to be administered by the NBI, the PC, or any other duly recognized institution offering such tests.

Minimum Educational and Experience Requirements:

SECURITY GUARD - Graduation from high school in a school of recognized standing and at least two years of experience as security guard, wardress, watchman, or any other allied position in the Security Guarding Group in the government service or in a reputable private agency, duly certified. Undergraduates who are actually in government service as security guards may be admitted, provided that, for every one year of deficiency in the educational requirement, one year of experience is substituted.

SUPERVISING SECURITY GUARD - Successful completion of two years college work leading to any degree in a college or university of recognized standing and at least two years of experience as security guard, wardress, watchman, or any allied position in the Security Guarding Group in the government

service or in a reputable private agency, duly certified; For every year of deficiency in the college educational requirement, two years of experience may be substituted.

SECURITY OFFICER - Bachelor's degree from a college or university of recognized standing and at least two years of experience as security guard, wardress, watchman or any other allied position in the Security Guarding Group in the government service or in a reputable private agency duly certified; one year of which must have been in a supervisory capacity. For every year of deficiency in the college educational requirement, two years of experience may be substituted.

Basis for Granting Eligibility: No written examination is required. A review will be made of the training and experience of each applicant as given in his application form. After this review has been made, the applicant will be notified whether he meets the basic eligibility requirements. Whenever necessary, applicants may be required to produce further proof of their experience and training, or to explain or clarify statements made in their applications. Statements concerning qualifications will be subject to verification by the CSC. False statements made will be cause for disapproval of the application or cancellation of the eligibility if granted, or removal from the service if appointed.

How to Apply: Applicants should get their application forms (C.S. Form 100) from the Application Division, CSC, Ablaza Building, 117 E. Rodriguez, Sr. Avenue, Quezon City. An examination fee of P2.00 is charged each applicant in exchange for an Examination Fee Stamp which the applicant should paste on his application form. Those who apply by mail should therefore enclose a postal money order for P2.00 payable to the order of the C.S.C. Every competitors should also paste a 1" x 1" copy of his recent photograph, properly signed at the back, on his application form. Application forms should be filed at the Application Division at the CSC, accompanied by a service record showing appointment as security guard, duly certified by the employing agency; a certification of experience and other corroborative evidence; a stamped window envelope for the notice of eligibility, and a record of the result of the psychological and/or neuro-psychiatric test administered by the NBI, PC or any other duly recognized institution offering such tests.

All Chiefs of Offices are enjoined to disseminate the above information to their respective subordinates especially to security guards/officers under their supervision with no appropriate civil service eligibilities.

Those who meet the admission requirements and are qualified should be encouraged to apply for the examination


ALFREDO L. JUINIO
Administrator

January 19, 1972

TII/tlm