



Republic of the Philippines
IFUGAO STATE UNIVERSITY
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MEMORANDUM No. 21- 2010

TO : **MR. FLORENCIO DIMOG**, Campus Director
MR. RONALD SANCHEZ, Head of Security Guards
ALL SECURITY GUARDS
This University

FROM : **SERAFIN L. NGOHAYON, Ph.D.**
President
This University

SUBJECT : **HIRING OF SECURITY GUARDS**

DATE : March 1, 2010

Please be informed that this office received a lot of request for us to professionalize and improve the services of our security guards. In this connection, we shall institute the following courses of action:

1. We shall declare all positions open and encourage the application of new applicants along with the incumbent/current security guards;
2. The Personnel Selection Board (PSB) shall convene to evaluate all applicants and rank them accordingly;
3. The new Security Guards will be hired based on the ranking done by the PSB;
4. The Head Guard, Mr. Ronald Sanchez, and Assistant Head Guard, Mr. Tito Maggan, shall serve as member and Secretariat respectively, hence are exempted from the rigors of application and screening.

The Director of Main Campus along with the Director of Human Resource and Development shall immediately post the invitation to apply and conduct the screening on or before March 30, 2010.

For your commitment.

Cc: Records, file