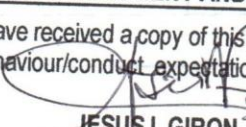
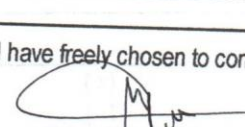
 <div>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</div>		1. POSITION TITLE (as authorized by DBM) Security Guard	
2. ITEM NO.: ViSCAB- SECG2-6-1998		3. SALARY GRADE : 5	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<div><div><div><input type="checkbox"/> provincial</div><div><input checked="" type="checkbox"/> city</div><div><input type="checkbox"/> municipality</div></div><div><div><input type="checkbox"/> 1st class</div><div><input type="checkbox"/> 2nd class</div><div><input type="checkbox"/> 3rd class</div><div><input type="checkbox"/> 4th class</div></div><div><div><input type="checkbox"/> 5th class</div><div><input type="checkbox"/> 6th class</div><div><input type="checkbox"/> Special</div></div></div>			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE	
7. DEPARTMENT/BRANCH/DIVISION VSU, Security Office		8. WORKSTATION/PLACE OF WORK VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED P 149,856.00	12. OTHER ACA PERA P 24,000/annum
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Security Office		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice Pres. for Administration & Finance	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Firearms, hand-held radio, flashlight, handcuffs, night sticks			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal		17b. External	
Occasional	Frequent	Occasional	Frequent
Executive/Managerial Supervisors Non Supervisors Staff	(x) () (x) (x)	General Public Other Agencies Others (Please specify: Admin Offices	() (x) () (x)
18. WORKING CONDITION			
Office Work Field Work	(x) ()	Other/s (Please Speciy)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	None required	None required	Security Guard License
21e. CORE COMPETENCIES			Competency Level

1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. ORGANIZATIONAL COMPETENCIES	
	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	
	Competency Level
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	
22a.	Competency Level
Performed Security Task;	
a. Securing Lives and Properties of VSU	1
b. Conduct roving inspection within VSU campus	1
c. Apprehend all violators to Government & VSU Rules Regulations & Policies	1
Perform Traffic Tasks;	
a. Assist in the traffic flow of vehicles inside the campus, especially when there is large events life anniversary and others	1
b. Assist the pedestrian in passing to the proper way.	1
Respond to fire call/disaster call at any time.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 JESUS I. GIRON Employee's Name, Date and Signature	 CELSON GUMAOD Supervisor's Name, Date and Signature