			1. POSITION TITLE (as a	uthorized by DBM)	
REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM			Security Guard		
2. ITEM NO.: VISCAB	- SECG2-6-1998		3. SALARY GRAD	E: 5	the state of
4. FOR LOCAL GOVER	NMENT POSITION, E	NUMERATE GOVERNM	ENT UNIT AND CLASS	a marking car	70-014
() provincial (x) city () municipality		() 1st class () 2nd class () 3rd class () 4th class	() 5 th clas () 6 th clas () Special	SS	TORREST ASSESSMENT AND
5. DEPARTMENT, CORPO	RATION OR AGENCY/	LOCAL GOVERNMENT	6. BUREAU OR O	FFICE	and the same of
VISA	YAS STATE UNIVER	RSITY	o stranski od od kralji in k	Description of	austrant http://www.
7. DEPARTMENT/BRAN	NCH/DIVISION		8. WORKSTATION/PLAC	E OF WORK	Surface PT B
VSU, Security Office	Text sealth		100000000000000000000000000000000000000	VSU , Baybay	an American
9. PRES, APPROP ACT	1. PR	REV. APPROP ACT	11. SALARY AUTHORIZE	ED 12. OTH	IER
	•		P 149,856.00	ACA PERA	A P 24,000/annum
13. POSITION TITLE OF	IMMEDIATE SUPER	VISOR	14. POSITION TITLE OF N	NEXT HIGHER SUP	ERVISOR
Head, Security Office		Vice Pres. for Administration & Finance			
15. POSITION TITLE AN	D ITEM OF THOSE D	DIRECTLY SUPERVISED	Sies rites (in geal Cann	We to an in the case	228
(if more than sev	ven (7) list only by th	eir item numbers and ti	tles) None		The total age out of
16 MACHINE, EQUIPME	ENT, TOOLS ETC., U	SED REGULARLY IN PE	RFORMANCE OF WORK	No. of Control of Control	control Construction
	Firea	arms, hand-held radio, fl	ashlight, handcuffs, night sti	icks	a La tinonetique
17. CONTACTS/CLIENT	S/STAKEHOLDERS				do official motors
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x) (x)	() (x) (x)	General Public Other Agencies Others (Please specify: Admin Offfices	() (x) ()	(x) (x)
18. WORKING CONDITI	ON	se a su la companya de la Carta Disputa de la Carta de	ardia responsible se	Carlotte State	vent the one set
Office Work Field Work		(x)	Other/s (Please Speciy)		
19. BRIEF DESCRIPTIO	N OF THE GENERAL	FUNCTION OF THE UN	IIT OR SECTION	starc a 20 or	de regulação
F	There is a second				
20. BRIEF DESCRIPTION	OF THE GENERAL	FUNCTION OF THE PO	SITION (Job Summary)		
21. QUALIFICATON STA	NDARDS				
21a. Education	21b. Exp	erience	21c. Training	21d. Elig	gibility
High School Graduate	None req	uired	None required	Security	Guard License
21e. CORE COMPETENC	CIES				Competency Level

A -1	mplifying Integrity	
ACKN	owledges and respects authority and demonstrates readiness in accepting and complying with rules	1
Deliv	rering Service Excellence	
Com	Diles with CSC's established standards of delivery or and in the	47
requi	olies with CSC's established standards of delivery or service level agreements and delivers explicit rements of customers.	1
	ng Problems and Making Decisions	
Provi	tes timely solutions to problems and decisions	4 123
whos	des timely solutions to problems and decision dilemmas that have clearcut options and/or choices and	
proce	e solutions are available and can be accessed from a database or gleaned from an existing policy or ss.	DESCRIPTION OF THE PROPERTY OF
21f. ORGANIZ	ATIONAL COMPETENCIES	The same of
1. Demo	nstrating Personal Effectiveness B	Competency Lev
perfor	nstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's mance, well being and learning discipline.	1
2. Speal	ing Effectively Effectively Effectively 18	
requir	ing Effectively – Effectively delivers messages that simply focus on data, facts or information & minimal preparation or can be supported by available communication and information &	STORY CARROLL
3. Writin	es minimal preparation or can be supported by available communication materials	
own w	g Effectively – Refers to and/or uses existing communication materials or templates to produce	1
4. Cham	Dioning & applying innovation D	PARKER PERSON
5. Planni	pioning & applying innovation – Demonstrates an awareness of basic principles of innovation.	Supply Cardinal 17
		4 4
6. Manac	R involving team members from the same group.	
o. manag	ing information - Collects, organizes & maintain data.	1
1g. TECHNICA	L COMPETENCIES	7.7
	AUDIVIDED TO TOTAL TO THE RELIGIOUS AND THE PRODUCT OF STATES AND AUDIVIDED TO	Competency Leve
	eer Security County Cou	1
2. STATEMEN 2a.	T OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	
	(Technical Competencies)	0
MI 641		Competency Level
Performed S	ecurity Task:	Competency Level
Performed S a. Secur	ecurity Task;	Competency Level
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