

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>Security Guard I</div>																																	
<div>2. ITEM NUMBER</div>		<div>3. SALARY GRADE</div>																																	
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</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>																																			
<div>5. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>Visayas State University</div>		<div>6. BUREAU OR OFFICE</div>																																	
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>Office of the University Disaster & Risk-Reduction Management</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>Security Office</div>																																	
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div>	<div>12. OTHER COMPENSATION</div>																																
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>Head, OUDRRM</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>VP for Administration and Finance</div>																																	
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><thead><tr><th>POSITION TITLE</th><th>ITEM NUMBER</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>				POSITION TITLE	ITEM NUMBER																														
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<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>Hand held Radio</div>																																			
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><thead><tr><th>17a. Internal</th><th>Occasional</th><th>Frequent</th><th>17b. External</th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>Executive / Managerial</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Others (Please Specify):</td><td></td><td></td></tr><tr><td>Staff</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td></td></tr></tbody></table>						17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input type="checkbox"/>			
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<div>18. WORKING CONDITION</div> <table><tbody><tr><td>Office Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td></tr></tbody></table>						Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																							
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<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Security Guard of the Visayas State University</div>																																			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

1. Prevent crime or threat, ensure campus policy is being followed, and protect the general welfare of students, faculty, and staff

2. Roving inside the VSU premises

3. Fixed posting

4. Manning guard post

5. Checking the IDs who will enter the campus.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
College undergraduate	1 yr of relevant experience	4 hours of relevant training	Security Guard License

21e. Core Competencies

Exemplifying Integrity and Professionalism

Delivering Service Excellence

Interpersonal Skills

Flexibility

Record Management

Computer Skills

Competency Level

Basic

Basic

Basic

Basic

Basic

Basic

21f. Leadership Competencies

Attention to Detail

Achievement Orientation

Communication Skills

Competency Level

Basic

Basic

Basic

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
8 hours per day 176 hours per month		(Indicate the required Competency Level here)

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

JENZEN JHON M. VILLARUEL

Employee's Name, Date and Signature

JULIUS V. ABELA

Supervisor's Name, Date and Signature

01/24/2022

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