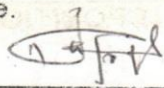
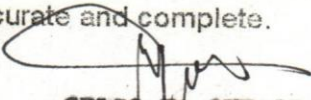



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div> <div>POSAS</div> <div>Henry</div> <div>PATAC</div> </div> <div> <div>(Family Name)</div> <div>(Given Name)</div> <div>(Middle Name)</div> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU - Security Force Office	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU - VISCA Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAD-	7a. SALARY P.A.: P 96,960.00 7b. OTHER COMPENSATION PERA/ACA P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
10. NAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div> <div>1st</div> <div>2nd</div> <div>4th</div> <div>5th</div> <div>6th</div> </div> <div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time :			
DUTIES			
30% 25% 20% 30% 5% 100%	- Keep watch and secure life and Properties - Apprehend Violators of VSU Code & other Government Laws - Submit Violators Report - Checks, Inspect & monitor incoming & outgoing vehicles - Respond to emergency calls even when off-duty		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR SECURITY OFFICER 1	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR CHIEF SECURITY OFFICER																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. a) Fire Arms b) Hand-Held Radio 3) Flashlight 4) Hand Cuffs, 5) Night Stick																			
18. CONTACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition Field work <input checked="" type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input checked="" type="checkbox"/> Other's (Specify) <input checked="" type="checkbox"/>
	Occasional	Frequent																	
General Public	<input type="checkbox"/>	<input type="checkbox"/>																	
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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Management	<input type="checkbox"/>	<input type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>March 25, 2010</u> Date </div> <div style="text-align: center;">  Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. The general function of the unit is to maintain the peace and order of the VSU campus																			
22. Describe briefly the general function of the position. To secure life and Property.																			
23.a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: <u>High School Graduate</u> Experience: <u>None</u>																			
23b. Licenses or certificates required to do this work, Security guard licensed																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  CELSO B. GUMAOD Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  JOSE L. BACNSMO Head of Agency </div> </div>																			