

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC- CSC Form No. 1 (Position Description Form)		POSAS : EDGAR PENETRADO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VBL96,960.00	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES. ITEM NO. SEC 1-4-1998	7a. SALARY P.A. P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Sec. Guard I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 4 th 5 th 6 th [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES		
80%	- Keep watch and secure assigned task within the area of responsibility and take appropriate actions on any incidence happened in the campus.		
10%	- prepare and submit incident report		
10%	- To perform assigned task given by superiors from time to time.		

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 (Attach (7) 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%; border: none;"> <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;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[X]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td colspan="2">Critical in terms of dealing with bad elements people</td> </tr> </tbody> </table>	Normal Working Condition	[]	Field Work	[X]	Field Trips	[]	Exposed to Varied Weather	[X]	Others (Specify)	[X]	Critical in terms of dealing with bad elements people	
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20. I CERTIFY that the above answers are accurate and complete. Date _____ Signature of Employee																															
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..																															
23a. Indicate the required qualifications by years and kind of education considered in lifting up a vacancy for this position. (Keep the position in mind rather the qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: High School Graduate. Experience:																															
23b. Licenses or certificates required to do this work.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date _____ CELSC GUMAOD Signature and Title of Immediate Supervisor																															
25. APPROVED Date _____ JOSE L. BACUSMO Head of Agency																															