

<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>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title					
		SECURITY GUARD I					
2. ITEM NUMBER		3. SALARY GRADE					
		3					
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS							
<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>							
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE					
VISAYAS STATE UNIVERSITY		OFFICE OF THE UNIVERSITY DISASTER AND RISK REDUCTION MANAGEMENT					
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK					
OFFICE OF VICE PRESIDENT FOR ADMINISTRATION AND FINANCE		VSU, BAYBAY CITY, LEYTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION				
		P642.05/ day	P90.90/day				
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR					
SHIFT SUPERVISOR		HEAD, OUDRRM					
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED							
(if more than seven (7) list only by their item numbers and titles)							
POSITION TITLE		ITEM NUMBER					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK							
HANDHELD RADIO							
17. CONTACTS / CLIENTS / STAKEHOLDERS							
17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public		<input type="checkbox"/>	<input type="checkbox"/>
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies		<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):			
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
18. WORKING CONDITION							
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)			
Field Work		<input type="checkbox"/>	<input type="checkbox"/>				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION							
Provides security and safety to the University 24/7							



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
1. Prevent crime or theft, ensure campus policy is being followed, and protect the general welfare of students, faculty, and staff.			
2. Manning the post and Checking of ID's of all individuals who enter the campus			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
At least high school graduate	None Required	None Required	None Required
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
21f. Functional Competencies			Competency Level
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular			1
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.			1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.			1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
40%	1. Prevent crime or theft, ensure campus policy is being followed, and protect the general welfare of students, faculty, and staff.		1
15%	2. Roving inside the VSU premises		1
15%	3. Fixed posting and ensure security and safety of the campus		1
10%	4. Manning guard post		1
10%	5. Checking the IDs who will enter the campus.		1
10%	6. Thermal Scanning and QR code Scanning		1
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	