

 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  Security Guard I	
<b>2. ITEM NO.:</b> VL6 Upd- SEC.GI-9-1998		<b>3. SALARY GRADE:</b> 3	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  VSU, Baybay	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  Security Service Office		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU, Baybay	
<b>9. PRES. APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  P176,644.00	<b>12. OTHER</b>  ACA PERA P 24,000/annum
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Supervising Administrative Officer		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None			
<b>16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  firearms, radio walkie talkie, flashlight, books, raincoats, log book, etc.			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>		<b>17b. External</b>	
Occasional Frequent	<input checked="" type="checkbox"/> Executive/Managerial <input type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Non Supervisors <input checked="" type="checkbox"/> Staff	Occasional Frequent	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Other Agencies <input type="checkbox"/> Others (Please specify: Admin Offices)
<b>18. WORKING CONDITION</b>			
Office Work Field Work		<input checked="" type="checkbox"/> <input type="checkbox"/> Other/s (Please Speciy)	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  To secure and safeguards lives and properties of the University			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Security Guarding			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>  High School Graduate	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
<b>21e. CORE COMPETENCIES</b>			<b>Competency Level</b>



1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
Security Guarding	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. To serve and protect life and Properties of XSH Community.	1 1 1 1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. 22b 1.	1
22c. Perform other related tasks as may be assigned from time to time 22c	1 1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
Gregorio C. CANO JR 7-4-2017 Employee's Name, Date and Signature	CESU GUMAD Supervisor's Name, Date and Signature