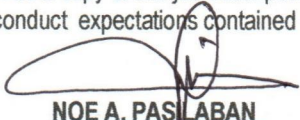
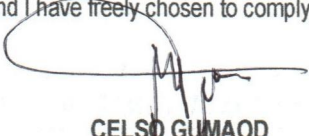


Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1 ,		<b>1. POSITION TITLE (as authorized by DBM)</b>  <div style="text-align: center; font-weight: bold;">SECURITY GUARD I</div>	
<b>2. ITEM NO.:</b> VISCAB-SECG1-14-1998		<b>3. SALARY GRADE :</b> 3	
<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 City, Leyte	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  Security Services 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>  P 11,914.00	<b>12. OTHER</b>  ACA PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Security Guard III		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Chief Security Officer	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b>  NONE			
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Fire Arms, Hand Held Radio, Flash Light, Hand Cuffs, Night Stick, Cleaning Materials			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	( ) (X) (X) (X)	( ) (x) (x) (x)	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
			( ) (x) ( ) (x)
<b>18. WORKING CONDITION</b>			
Office Work Field Work	( ) (x)		
Other/s (Please Specify)			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  The general function of the unit is to maintain the peace and order of the VSU Campus			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  To protect and secure VSU lives and properties			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013-Cat IV)

<b>21e. CORE COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Exemplifying Integrity and Professionalism</b> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles	2
2. <b>Delivering Service Excellence</b> - Complies with VSU's established standards of service delivery for customer satisfaction	2
3. <b>Communication Savy</b> - Effectively delivers messages that simply focus on facts or information;	2
4. <b>Interpersonal relationship management</b> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team	2
5. <b>Change Adaptation</b> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing	1
6. <b>Gender-responsive management</b> - Promotes gender equality and women empowerment to address gender-related problems and issues	
<b>21f. FUNCTIONAL COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Risk Management</b> - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	1
2. <b>Occupational Health and Safety Management</b> - Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.	1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES</b>	<b>Competency Level</b>
80 % 1. Perform Security Task a. Securing Lives and Properties of VSU b. Conduct Roving Inspection within VSU Campus c. Apprehend all violators to government and VSU Rules, Regulations and Policies	2
10% 2. Perform Traffic Tasks a. Assist in the traffic flow of vehicles inside the Campus especially when there is large events like Anniversary and others. b. Assist the pedestrian in passing the proper way.	2
10% 3. Respond the fire calls disaster call at anytime.	2
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>	
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.	
 <b>NOE A. PASLABAN</b> Employee's Name, Date and Signature	 <b>CELSO GUMAOD</b> Supervisor's Name, Date and Signature