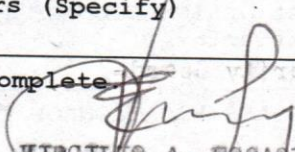
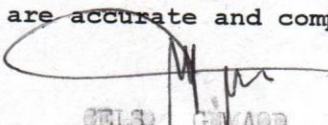
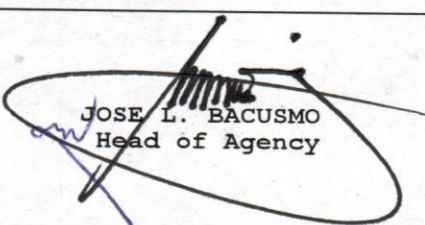


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESCASTIAS (Family Name) VIRGILIO (Given Name) ALAJAS (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE SECURITY SERVICES OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Visayas State University	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. WSCAD - SEC 2-7-1998		7a. SALARY P.A.: P 177,740.40 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I Security Guard-I		9. WORKING PROPOSED TITLE Security Guard-II	
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 [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time: D U T I E S			
50% - Manning the adm. bldg. Post 1 and Post, and Admin Bldg. 30% - Submit violation incident report 10% - Checks, inspect and monitor incoming and outgoing vehicles 10% - Respond to emergency calls even when off-duty. 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">SECURITY OFFICER I</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">HEAD, SECURITY OFFICE</div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. a) Firearms b) Handheld radio c) Flashlight d) Hand cuffs e) Night sticks																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[X]	Other Agencies	[x]	[]	Supervisors	[]	[]	Management	[X]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [x] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[X]																	
Other Agencies	[x]	[]																	
Supervisors	[]	[]																	
Management	[X]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  VIRGILIO A. ESCASINAS 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 to the VSM.																			
22. Describe briefly the general function of the position. To secure lives and properties of VSM																			
23a. 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: First Year College in BS in Customs Experience:																			
23b. Licenses or certificates required to do this work, if any. Security Guard License.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  CELSE COMAND Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div>																			