

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 411HO (Position Description Form)		1. NAME OF EMPLOYEE BRUNGA DONILDO XENANA (Family Name) (Given Name) (Middle Name)													
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU SECURITY SERVICES OFFICE													
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU													
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION PERA/ACA 24,000.00													
8. OFFICIAL DESIGNATION OF POSITION SECURITY GUARD - I		9. WORKING PROPOSED TITLE SG-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 [] 4th [] 5th [] 6th []															
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.															
Part of : Working Time : DUTIES															
<table border="0"> <tr> <td>30%</td> <td>- Keep watch and secure life and properties</td> </tr> <tr> <td>25%</td> <td>- Apprehend violators of VSU Code and other government laws</td> </tr> <tr> <td>20%</td> <td>- Submit violation's Report</td> </tr> <tr> <td>20%</td> <td>- Checks, inspect & monitor incoming and outgoing vehicles</td> </tr> <tr> <td>5%</td> <td>- Respond to emergency calls even when off-dty</td> </tr> <tr> <td>100%</td> <td></td> </tr> </table>				30%	- Keep watch and secure life and properties	25%	- Apprehend violators of VSU Code and other government laws	20%	- Submit violation's Report	20%	- Checks, inspect & monitor incoming and outgoing vehicles	5%	- Respond to emergency calls even when off-dty	100%	
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4. POSITION TITLE OF IMMEDIATE SUPERVISOR
CHIEF SAFETY AND SECURITY OFFICER

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
CHIEF SECURITY OFFICER

18. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)
SECURITY GUARD

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

FLASHLIGHT, NIGHTSTICK, WHISTLE, SERVICE FIREARM

16. CONTACT

	Occasional	Frequent
General Public	[]	[X]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Others (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition

Field work

Field Trips

Exposed to Varied Weather

Other's (Specify)

20. I CERTIFY that the above answers are accurate and complete.

30 MARCH 2010

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

TO PROTECT THE LIVES AND PROPERTY OF THE UNIVERSITY

22. Describe briefly the general function of the position.

TO SECURE & PROTECT THE PROPERTY/LIVES OF VSU COMMUNITY

23.a. 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: HS GRADUATE

Experience:

23.b. Licenses or certificates required to do this work,

SECURITY LICENSE TO EXERCISE PROFESSION

24. I HEREBY CERTIFY that the above answers are accurate and complete.

25 MARCH 2010

Date

Signature and Title of Immediate Supervisor

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency