

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold; font-size: 1.2em;">SECURITY GUARD I</div>		
2. ITEM NUMBER <div style="text-align: center; font-size: 1.2em;">SECAL-9-1998</div>			3. SALARY GRADE <div style="text-align: center; font-size: 1.2em;">3</div>		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>			6. BUREAU OR OFFICE 		
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">OFFICE OF THE UNIVERSITY DISASTER AND RISK-REDUCTION MANAGEMENT</div>			8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>		
9. PRESENT APPROP ACT <div style="text-align: center;">NA</div>		10. PREVIOUS APPROP ACT <div style="text-align: center;">NA</div>		11. SALARY AUTHORIZED <div style="text-align: center; font-size: 1.2em;">14,125.00</div>	
12. OTHER COMPENSATION <div style="text-align: center;">ACA/PERA</div>					
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">HEAD, OUDRRM</div>			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">VP FOR ADMINISTRATION AND FINANCE</div>		
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					
Hand Held Radio, Flash Light, Night Stick, Cleaning Materials					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
The general function of the unit is to maintain the peace and order of the VSU Campus					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

To protect and secure VSU lives and properties

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 2013-Cat IV)

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

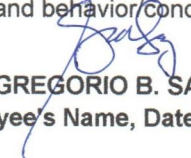
21f. Functional Competencies	Competency Level
1. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	1
2. Occupational Health and Safety Management- 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

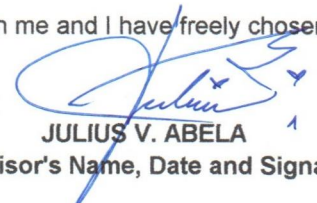
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
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	1
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.	1
5%	3. Respond the disaster call at anytime.	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.


GREGORIO B. SAUSA JR. 6/11/2022
Employee's Name, Date and Signature


JULIUS V. ABELA 6/11/2022
Supervisor's Name, Date and Signature