



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

Security Guard i

2. ITEM NO.: VISCAB-SECG1-10-1998

3. SALARY GRADE: 3

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

() provincial () 1st class () 5th class
(x) city () 2nd class () 6th class
() municipality () 3rd class () Special
() 4th class

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

SECURITY OFFICE

7. DEPARTMENT/BRANCH/DIVISION

Security Services Office

8. WORKSTATION/PLACE OF WORK

VSU, Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 136,644.00

ACA PERA P 24,000/annum

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Supervising Administrative Officer

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice Pres. for Adm. & Finance

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles) None

16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK

firearms, radio walkie talkie, flashlight, logbook, etc.

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	(x)	()	General Public	()	(x)
Non Supervisors	()	()	Other Agencies	(x)	()
Staff	(x)	(x)	Others (Please specify: Admin Offices)	()	(x)

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Speciy)
Field Work	()	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Secure abd safeguard lives and properties of the University.

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

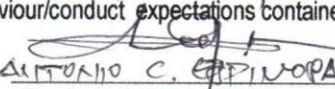
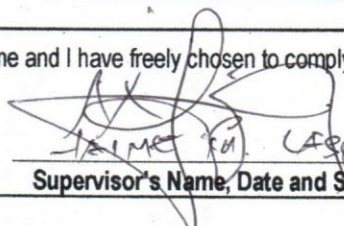
Security Guarding

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
HIGH SCHOOL GRAD			

21e. CORE COMPETENCIES

Competency Level

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 secure and safeguard lives and properties of the universities.	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.	
 ANTONIO C. ESPINOSA Employee's Name, Date and Signature	 JAIME M. CASPARES Supervisor's Name, Date and Signature