

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 <p style="text-align: center;">Security Guard III</p>	
2. ITEM NUMBER		3. SALARY GRADE	
SECG3-3-2010		SG 8-1	
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 checked="" type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
Visayas State University			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
General Services Division		Security Office	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Alex O. Elorcha Supervisor		Dario P. Lina OIC-Head, SSMO, VSU	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Handheld radio			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" 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			
Shift Supervisor and area of responsibility upper/lower campus roving guard.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
1. Shift Supervisor 2. Patrolling areas and performing security checks 3. Writing activity and incident report 4. Enforcing laws, rules and University policies 5. Responding to emergencies 6. Protect VSU property 7. Monitor all persons and vehicles who enters the campus			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	1 yr of relevant experience	4 hours of relevant training	Security Guard License
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism Delivering Service Excellence Interpersonal Skills Flexibility Record Management Computer Skills			Basic Basic Basic Basic Basic Basic
21f. Leadership Competencies			Competency Level
Attention to Detail Achievement Orientation Communication Skills			Basic Basic Basic
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		(Indicate the required Competency Level here)
8 hours per day 176 hours per month			
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> EDILBERTO A. MENDOZA Employee's Name, Date and Signature </div> <div style="flex: 1; margin-left: 20px;"> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> DARIO P. LUNA Supervisor's Name, Date and Signature </div> <div style="flex: 0.5; margin-left: 10px;"> 7/6/2020 </div> </div> </div> </div> </div> </div>			