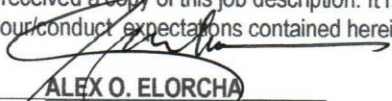
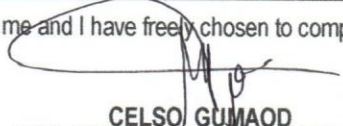


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) SECURITY GUARD-III			
2. ITEM NO.: <u>VISCAB-SECG3-5-2010</u>		3. SALARY GRADE : <u>3</u>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE SECURITY SERVICES OFFICE		
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				P 16,282.00/mo	
				ACA PERA 2,000/mo	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Security Office			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice Pres. For Adm and Finance		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Handheld radio, Firearm, whistle, night stick, flashlight, handcuff					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive/Managerial Supervisors		( )	( )	General Public	
Non Supervisors		( )	(X )	Other Agencies	
Staff		( )	(x )	Others (Please specify: Admin Offices)	
		( )	(x )		
18. WORKING CONDITION					
Office Work		( )		Other/s (Please Speciy)	
Field Work		(x )			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To maintain Peace and Order.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Protect Life and Properties of VSU.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
High School Graduate				21d. Eligibility	

High School Graduate

21e. CORE COMPETENCIES			Competency Level
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
3. <b>Solving Problems and Making Decisions</b> 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. FUNCTIONAL COMPETENCIES			Competency Level
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work			1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.			1
21g. TECHNICAL COMPETENCIES			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Time	(State the duties and responsibilities here)		
80%	-Performed of supervisory Security Task:  a. Supervise in securing life and properties of VSU b. Assist the Head of Security, Security Office in conducting incident investigation. c. Monitor/supervise assigned roving guards. d. Supervise in apprehending violations of government and VSU rules and regulations		1
10%	-Perform Traffic Tasks:  a. Monitor/supervise assigned traffic enforcers b. Assist/check efficient traffic flow during VSU large special events.		1
10%	-Ready responds to emergency/Disaster calls at anytime.		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.			
 <b>ALEX O. ELORCHA</b> Employee's Name, Date and Signature		 <b>CELSON GUMAOD</b> Supervisor's Name, Date and Signature	