


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC- CSC Form No. 1 (Position Description Form)		GIRON JESUS INDIC (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
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.: P 96,960.00	
8. OFFICIAL DESIGNATION OF POSITION Security Guard I		7b. OTHER COMPENSATION/PERA/ACA P 24,000.00	
10. WAPCO CLASSIFICATION OF THIS POSITION SEC01-09-1998		9. WORKING PROPOSED TITLE	
11. OCCUPATION GROUP TITLE (leave blank)			
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 4 th 5 th 6 th [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES: If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES		
80%	- Keep watch and secure assigned task within the area of responsibility and take appropriate actions on any incidence happened in the campus.		
10%	- prepare and submit incident report		
10%	- To perform assigned task given by superiors from time to time.		
 Head of Agency Date			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
SECURITY OFFICER 1

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
CHIEF SECURITY OFFICER

16. NAMES, TITLES, AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE
(Attach (7) list only by their item nos. and titles) (11)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
a) Fire Arms, b) Hand-Held Radio, 3) Flashlight, 4) Hand Cuffs, 5) Night Stick,

18. CONTACT


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

19. WORKING CONDITION

Normal Working Condition	
Field Work	[X]
Field Trips	[]
Exposed to Varied Weather	[X]
Others (Specify)	[X]
Critical in terms of dealing with bad elements people	

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

Date



Signature of Employee

21. Describe briefly 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.

22. Describe briefly the general function of the position.

To Secure Life and Property..

23a. Indicate the required qualifications by years and kind of education considered in lifting up a vacancy for this position. (Keep the position in mind rather the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

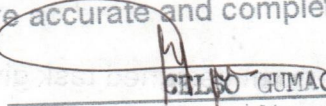
Education: **High School Graduate**

Experience:

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

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

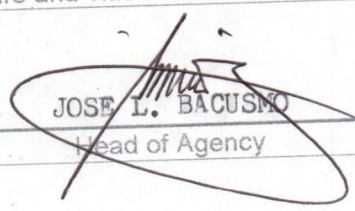
Date



Signature and Title of Immediate Supervisor

25. APPROVED

Date



JOSE L. BACUSMO
Head of Agency