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## 15. POSITION TITLE OF NEXT HIGHER 14. POSITION TITLE OF IMMEDIATE SUPERVISOR SUPERVISOR CHIEF SECURITY OFFICER SECURITY OFFICER 1 16. NAMES, TITLES, AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (Attach (7) list only by their item nos. and titles) 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, 19. WORKING CONDITION Normal Working Condition Occasional Frequent Field Work General Public Field Trips Other Agencies Exposed to Varied Weather [X Supervisors Management Others (Specify) Others (Specify) Critical in terms of dealing with bad elements people 20. I CERTIFY that the above answers are accurate and complete. Signature of Employee Date 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 that teaching). 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. CHLLO GUMAOD Signature and Title of Immediate Supervisor

JOSE/

ead of Agency

25. APPROVED

Date