

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 SECURITY GUARD I	
2. ITEM NUMBER SEC 61-S-1998		3. SALARY GRADE 3	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
☐ Province ☒ City ☐ Municipality		☐ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ 4th Class	
		☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
OFFICE OF THE UNIVERSITY DISASTER AND RISK-REDUCTION MANAGEMENT		VSU, BAYBAY CITY, LEYTE	
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	
HEAD, OUDRRM		VP FOR ADMINISTRATION AND FINANCE	
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			
Hand Held Radio, Flash Light, Night Stick, Cleaning Materials			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional		Frequent	Occasional
Executive / Managerial	☐	☐	General Public
Supervisors	☐	☐	Other Agencies
Non-Supervisors	☐	☒	Others (Please Specify):
Staff	☐	☐	
18. WORKING CONDITION			
Office Work	☐	☐	Other/s (Please Specify)
Field Work	☐	☒	
19. BRIEF DESCRIPTION OF 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			

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

To protect and secure VSU lives and properties

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 2013-Cat IV)

21e. Core Competencies

	Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office	2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	1

21f. Functional Competencies

	Competency Level
1. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	1
2. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
80%	1. Perform Security Task a. Securing Lives and Properties of VSU b. Conduct Roving Inspection within VSU Campus c. Apprehend all violators to government and VSU Rules, Regulations and Policies	1
10%	2. Perform Traffic Tasks a. Assist in the traffic flow of vehicles inside the Campus especially when there is large events like Anniversary and others. b. Assist the pedestrian in passing the proper way.	1
5%	3. Respond the disaster call at anytime.	1

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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.

ENRIQUE E. CAORTE JR.

Employee's Name, Date and Signature

3/21/2022

JULIUS V. ABELA

Supervisor's Name, Date and Signature

03/21/2022

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