

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE RABOR, ALEXANDER PANTORILLA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE SECURITY SERVICES OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. <i>VICAP-SEC-1-15-1998</i>	7a. SALARY P.A.: <i>P 115,526.00</i> 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I SECURITY GUARD		9. WORKING PROPOSED TITLE SECURITY GUARD -I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time:		DUTIES	
20% - Keep watch and Secure Life and properties 40% - Campus patrolling station to station 20% - Apprehend violators 10% - Submit violation & incident report 10% - Respond to emergency calls even when off-duty 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">SECURITY OFFICER-I</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">HEAD, SECURITY SERVICES OFFICE</div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. a) Firearms b) Handheld radio c) Flashlight d) Hand cauffs e) night sticks																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[X]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [X] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
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Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">ALEXANDER P. RAWOR Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">The general function of the unit is to maintain the peace and order to the VST.</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">To secure lives and properties of VST.</div>																			
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than 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, if any. <div style="text-align: center;">SECURITY GUARD LICENSED.</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%; text-align: center;">7-22-11</div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">CELSE GUMAOD Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																			