## 1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** (Revised Version No. 1, s. 2017) SECURITY GUARD I 2. ITEM NUMBER 3. SALARY GRADE 3 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS 7 Province 1st Class 5th Class City 2nd Class 6th Class Municipality 3rd Class Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT UNIVERSITY DISASTER RISK-REDUCTION & VISAYAS STATE UNIVERSITY MANAGEMENT, SAFETY & SECURITY OFFICE 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK UNIVERSITY DISASTER RISK-REDUCTION & VSU, BAYBAY CITY, LEYTE MANAGEMENT, SAFETY & SECURITY OFFICE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION N/A N/A P14,678.00 PERA 2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR HEAD VP FOR ADMIN AND FINANCE 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) **POSITION TITLE** ITEM NUMBER 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Fire Arms, Hand Held Radio, Flash Light, Hand Cuffs, Night Stick, Cleaning Materials 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial General Public 1 Supervisors Other Agencies 1 П Non-Supervisors Others (Please Specify): 1 Staff 1 18. WORKING CONDITION Office Work Other/s (Please Specify) 1 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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 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 2 and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, 2 behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address genderrelated problems 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. 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 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) **Competency Level** Percentage of Working (State the duties and responsibilities here:) Time 1. Perform Security Task 1 a. Securing Lives and Properties of VSU b. Conduct Roving Inspection within VSU Campus 80% c. Apprehend all violators to government and VSU Rules, Regulations and Policies 2. Perform Traffic Tasks 10%

23. ACKNOWLEDGMENT AND ACCEPTANCE:

5%

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.

 Assist in the traffic flow of vehicles inside the Campus especially when there is large events like Anniversary and

3. Respond the fire calls disaster call at anytime.

JENZEN JHON M. VILLARUEL Employee's Name, Date and Signature JULIUS V. ABELA
Supervisor's Name, Date and Signature