

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>Security Guard I</div>																																											
<div>2. ITEM NUMBER</div>		<div>3. SALARY GRADE</div>																																											
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div>																																													
<div>5. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>Visayas State University</div>		<div>6. BUREAU OR OFFICE</div>																																											
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>Office of the University Disaster & Risk-Reduction Management</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>Security Office</div>																																											
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div>	<div>12. OTHER COMPENSATION</div>																																										
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>Head, OUDRRM</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>VP for Administration and Finance</div>																																											
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr><tr><td></td><td></td></tr></table>				POSITION TITLE	ITEM NUMBER																																								
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<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>Hand held Radio</div>																																													
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td colspan="2">17a. Internal</td><td>Occasional</td><td>Frequent</td><td colspan="2">17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td></td><td></td><td></td><td>General Public</td><td></td><td></td><td></td></tr><tr><td>Supervisors</td><td></td><td></td><td></td><td>Other Agencies</td><td></td><td></td><td></td></tr><tr><td>Non-Supervisors</td><td></td><td></td><td></td><td>Others (Please Specify):</td><td></td><td></td><td></td></tr><tr><td>Staff</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent	Executive / Managerial				General Public				Supervisors				Other Agencies				Non-Supervisors				Others (Please Specify):				Staff							
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Staff																																													
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td></td><td></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td></td><td></td><td></td></tr></table>								Office Work			Other/s (Please Specify)	Field Work																																	
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<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Security Guard of the Visayas State University</div>																																													

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

1. Prevent crime or threat, ensure campus policy is being followed, and protect the general welfare of students, faculty, and staff
2. Roving inside the VSU premises
3. Fixed posting
4. Manning guard post
5. Checking the IDs who will enter the campus.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
College undergraduate	1 yr of relevant experience	4 hours of relevant training	Security Guard License
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism			Basic
Delivering Service Excellence			Basic
Interpersonal Skills			Basic
Flexibility			Basic
Record Management			Basic
Computer Skills			Basic
21f. Leadership Competencies			Competency Level
Attention to Detail			Basic
Achievement Orientation			Basic
Communication Skills			Basic
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		(Indicate the required Competency Level here)
8 hours per day 176 hours per month			

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.

ARCHIE B. MANAGBANAG
Employee's Name, Date and Signature

JULIUS V. ABEDA - 01/24/2022
Supervisor's Name, Date and Signature