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 Province 1st Class ☑ City 2nd Class 6th Class Municipality 3rd Class Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT OFFICE OF THE UNIVERSITY DISASTER AND RISK VISAYAS STATE UNIVERSITY REDUCTION MANAGEMENT 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK OFFICE OF VICE PRESIDENT FOR ADMINISTRATION AND VSU, BAYBAY CITY, LEYTE FINANCE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION P90.90/day P591.77/ day 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR SHIFT SUPERVISOR HEAD, OUDRRM 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 HANDHELD RADIO 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal 17b. External Occasional Occasional Frequent Frequent Executive / Managerial 1 General Public 1 Supervisors Other Agencies 1 Non-Supervisors Others (Please Specify): 1 Staff 18. WORKING CONDITION Office Work 1 Other/s (Please Specify) Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides security and safety to the University 24/7

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) 1. Prevent crime or theft, ensure campus policy is being followed, and protect the general welfare of students, faculty, and staff. of all inviduals who 21. QUALIFICATION STANDARDS 21d. Eligibility 21b. Experience 21c. Training 21a. Education None Required None Required At least high school None Required graduate 21e. Core Competencies Competency Level 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to 2 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 satisfaction 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 gender-1 related problems **Competency Level** 21f. Functional Competencies Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular 2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. 3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives 4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction. 5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.

2. STATEMENT OF DUT	TIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
40%	Prevent crime or theft, ensure campus policy is being followed, and protect the general welfare of students, faculty, and staff.	1
15%	2. Roving inside the VSU premises	1
15%	3. Fixed posting and ensure security and safety of the campus	1
10%	4. Manning guard post	1
10%	5. Checking the IDs who will enter the campus.	1
10%	6. Thermal Scanning and QR code Scanning	1

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have received chosen to comply with the performance and behavior/conduct expectations contained herein.

ENRIQUE E. CAORTE JR.
Employee's Name, Date and Signature

JULIUS V. ABELA
Supervisor's Name, Date and Signature