

<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 II</div>																															
<div>2. ITEM NUMBER</div> <div>VISCAPB-SEC62-12-1998</div>		<div>3. SALARY GRADE</div> <div>5</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>OFFICE OF THE UNIVERSITY DISASTER AND RISK-REDUCTION MANAGEMENT</div>																															
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>SECURITY</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																															
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div> <div>P15,275</div>	<div>12. OTHER COMPENSATION</div> <div>ACA/PERA P2,000.00</div>																														
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>JULIUS V. ABELA HEAD, OUDRRM</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>DANIEL LESLIE S. TAN VP FOR ADMIN 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><thead><tr><th>POSITION TITLE</th><th>ITEM NUMBER</th></tr></thead><tbody></tbody></table>				POSITION TITLE	ITEM NUMBER																												
POSITION TITLE	ITEM NUMBER																																
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>Log Books, ballpen, QR code Scanner, Handheld radio</div>																																	
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><thead><tr><th>17a. Internal</th><th>Occasional</th><th>Frequent</th><th>17b. External</th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>Executive / Managerial</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Others (Please Specify):</td><td></td><td></td></tr><tr><td>Staff</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></tbody></table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent																												
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																												
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																												
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):																														
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>																															
<div>18. WORKING CONDITION</div> <table><tbody><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td rowspan="2">Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></tbody></table>				Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																							
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)																														
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																															
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>The general function of the unit is to maintain the peace and order and provide security to all the staff and clients of the University. To provide assistance to all the clients and personnel in need and ensure the safety of University round the clock.</div>																																	



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

1. To take charge of the post and all government properties in view;

2. To report all violations of orders I am instructed to enforce and/or prevent crime or theft, ensure campus policy is being followed, and protect the general welfare of students, faculty, and staff. ;

3. Checking the IDs of all personnel who will enter the campus;

4. To give the alarm in case of fire or disorder and secure the safeness of all constituents; and

5. Manning fixed post and roving around the area of responsibilities within the VSU premises.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	1 year of relevant experience	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 Savvy - 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
3. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
60%	In-charge in maintaining the peace and order of the University and secure all area of responsibility within VSU premises	1
20%	Act as security officer for the security and safety of everybody	1
10%	Provide assistance to all personnel and clients in need	1
20%	Performs other function as assigned by superiors.	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.

GREGORIO C. CANO JR.

Employee's Name, Date and Signature

JULIUS V. ABELA

Supervisor's Name, Date and Signature

Page 2 of 2