

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> <small>(Revised Version No. 1, s. 2017)</small>		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <div style="text-align: center; font-weight: bold;">Security Guard I</div>	
<b>2. ITEM NUMBER</b>  <div style="text-align: center;">LS</div>		<b>3. SALARY GRADE</b>  <div style="text-align: center;">LS</div>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  <div style="text-align: center;">Visayas State University</div>		<b>6. BUREAU OR OFFICE</b>  	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <div style="text-align: center;">General Services Division</div>		<b>8. WORKSTATION / PLACE OF WORK</b>  <div style="text-align: center;">Office of the University Disaster &amp; Risk-Reduction Management / Security Office</div>	
<b>9. PRESENT APPROP ACT</b>  		<b>10. PREVIOUS APPROP ACT</b>  	
<b>11. SALARY AUTHORIZED</b>  		<b>12. OTHER COMPENSATION</b>  	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">Alex O. Elorcha Supervisor</div>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">Dario P. Lina Head, OUDRRM, VSU</div>	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
<div>Hand held Radio</div>			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____
<b>18. WORKING CONDITION</b>			
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
<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 theft, 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. MANWARING 9-9-20  
Employee's Name, Date and Signature

  
ALEX O. PROKHOROV 09/14/20  
Supervisor's Name, Date and Signature