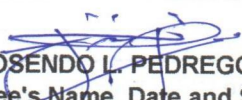
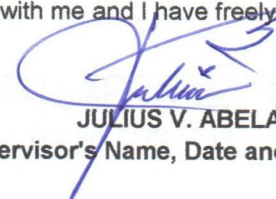


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>SECURITY GUARD I</div>																															
<div>2. ITEM NUMBER</div> <div>SEC61-7-1998</div>		<div>3. SALARY GRADE</div> <div>3</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 AND RISK- REDUCTION MANAGEMENT</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>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><thead><tr><th>POSITION TITLE</th><th>ITEM NUMBER</th></tr></thead><tbody></tbody></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, Flash Light, Night Stick, Cleaning Materials</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 type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td><input 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 type="checkbox"/></td><td></td><td></td><td></td></tr></tbody></table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input type="checkbox"/>			
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Staff	<input type="checkbox"/>	<input type="checkbox"/>																															
<div>18. WORKING CONDITION</div> <table><tbody><tr><td>Office Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td></tr></tbody></table>				Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																							
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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 of the VSU Campus</div>																																	



<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
To protect and secure VSU lives and properties			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 2013-Cat IV)
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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 Savy - 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
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
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
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<b>Percentage of Working Time</b>	<b>(State the duties and responsibilities here:)</b>		
80%	1. Perform Security Task a. Securing Lives and Properties of VSU b. Conduct Roving Inspection within VSU Campus c. Apprehend all violators to government and VSU Rules, Regulations and Policies		1
10%	2. Perform Traffic Tasks a. Assist in the traffic flow of vehicles inside the Campus especially when there is large events like Anniversary and others. b. Assist the pedestrian in passing the proper way.		1
5%	3. Respond the disaster call at anytime.		1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>ROSENDO L. PEDREGOSA</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>JULIUS V. ABELA</b>  Supervisor's Name, Date and Signature </div> </div> <div style="text-align: right; margin-top: -20px;"> 23/21/2022 </div>			