

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------|--|
| <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> |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | SECURITY GUARD I                                                                                    |  |
| <div>2. ITEM NUMBER</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | <div>3. SALARY GRADE</div>                                                                          |  |
| SEC61 - 10-1998                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | 3                                                                                                   |  |
| <div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</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> |  |                                                                                                     |  |



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

To protect and secure VSU lives and properties

## 21. QUALIFICATION STANDARDS

| 21a. Education       | 21b. Experience | 21c. Training | 21d. Eligibility                               |
|----------------------|-----------------|---------------|------------------------------------------------|
| High School Graduate | None Required   | 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 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 |

## 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 |

## 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

## Competency Level

| Percentage of Working Time | (State the duties and responsibilities here:)                                                                                                                                                             |   |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 80%                        | 1. Perform Security Task<br>a. Securing Lives and Properties of VSU<br>b. Conduct Roving Inspection within VSU Campus<br>c. Apprehend all violators to government and VSU Rules, Regulations and Policies | 1 |
| 10%                        | 2. Perform Traffic Tasks<br>a. Assist in the traffic flow of vehicles inside the Campus especially when there is large events like Anniversary and others.                                                | 1 |
| 5%                         | 3. Respond the fire calls disaster call at anytime.                                                                                                                                                       | 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.

ARIEL L. ARGA 4/3/2023  
Employee's Name, Date and Signature

JULIUS V. ABELA 4/3/2023  
Supervisor's Name, Date and Signature