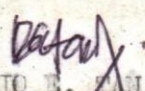




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>TAN, BASILIO ESPINOSA Jr.</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU Security Services Office</b>	
4. DEPT./BRANCH/DIVISION <b>SECURITY SERVICES OFFICE</b>		5. WORK STATION/PLACE OF WORK <b>VSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <b>VSU-CAB-SEC01-3-1998</b>	7a. SALARY P.A.: P 106,248.00 7b. OTHER COMPENSATION PERA/ACA P 24,000	
8. OFFICIAL DESIGNATION OF POSITION <b>SECURITY GUARD-I</b>		9. WORKING PROPOSED TITLE <b>SECURITY GUARD-I</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 4th [ ] 5th [ ] 6th [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time: <b>DUTIES</b>			
30%	- Keep watch and secure life and properties		
25%	- Apprehend violators of VSU Code and other government laws		
20%	- Submit violation report		
20%	- Checks, inspect & monitor incoming & outgoing vehicles		
5%	- Respond to emergency calls even when off-duty.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>SECURITY OFFICER -I</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>CHIEF SECURITY OFFICER</b></p>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p><b>1.)Firearms    2)Handheld radio    3)flashlight    4) handcuffs    5)night sticks</b></p>																			
18. CONTACT  <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition _____ Field work <span style="float: right;"><input checked="" type="checkbox"/></span> Field Trips <span style="float: right;"><input type="checkbox"/></span> Exposed to Varied Weather _____ Other's (Specify) <span style="float: right;"><input type="checkbox"/></span>
	Occasional	Frequent																	
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
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Management	<input type="checkbox"/>	<input type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>January 26, 2011</u> Date           </div> <div style="text-align: center;">   <b>BASILIO E. TAN, JR.</b>              Signature of Employee           </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p><b>General function of the unit is to maintain Peace and order to the VSU.</b></p>																			
22. Describe briefly the general function of the position.  <p><b>TO SECURE LIVES AND PROPERTIES OF VSU.</b></p>																			
23. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).  Education: <b>High School Graduate</b>  Experience:																			
24. Licenses or certificates required to do this work, <p style="text-align: center;"><b>SECURITY GUARD LICENSED</b></p>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Jan. 28, 2011</u> Date           </div> <div style="text-align: center;">   <b>CELSO GUMAD</b>              Chief Security Officer              Signature and Title of Immediate Supervisor           </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 20%; margin: auto;"/>             Date           </div> <div style="text-align: center;">   <b>JOSE L. BACCINO</b>              Head of Agency           </div> </div>																			