



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

Security Guard-I

2. ITEM NO.:

3. SALARY GRADE :

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

() provincial
(x) city
() municipality

() 1st class
() 2nd class
() 3rd class
() 4th class

() 5th class
() 6th class
() Special

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

Security Services Office

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

VSU, Baybay City, Leyte

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

₱ 15,700.00

ACA PERA P 24,000/annum

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Security Office

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice President for Adm. & Finance

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles) None

16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK

Firearms, Handheld radios, Flashlights, handcuffs, night stick, whistle

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive/Managerial
Supervisors
Non Supervisors
Staff

(x)
()
(x)
(x)

()
()
(x)
(x)

General Public
Other Agencies
Others (Please specify:
Admin Offices)

()
(x)
()

(x)
()
(x)

18. WORKING CONDITION

Office Work

(x)

Others (Please Specify)

Field Work

()

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

To maintain the peace and order of the VSU Campus.

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

Completion of high school
studies

Sec. Guards License

21e. CORE COMPETENCIES

Competency Level

1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. ORGANIZATIONAL COMPETENCIES	
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	Competency Level 1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	
Competency Level 1	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	Competency Level 1 1 1 1 1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. 22b 1.	1
22c. Perform other related tasks as may be assigned from time to time 22c	1 1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
EDILBERTO V. MENDOZA Employee's Name, Date and Signature	CELSO GUTIERREZ Supervisor's Name, Date and Signature