

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) SECURITY GUARD-II			
2. ITEM NO.: ViSCAB-SECG2-2-1998		3. SALARY GRADE : 5			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> 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		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED P 13,481.00/mo	
				12. OTHER ACA PERA P 2,000/mo	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR SECURITY GUARD-III			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR HEAD, SECURITY OFFICE		
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 Handheld radio, Firearm, whistle, night stick, flashlight, handcuff					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive/Managerial		()	()	General Public	
Supervisors		()	(X)	Other Agencies	
Non Supervisors		()	(x)	Others (Please specify:	
Staff		()	(x)	Admin Offices	
18. WORKING CONDITION					
Office Work		()		Other/s (Please Speciy)	
Field Work		(x)			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To maintain Peace and Order.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Protect Life and Properties of VSU.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
High School Graduate				21d. Eligibility	

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. FUNCTIONAL COMPETENCIES			Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			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
21g. TECHNICAL COMPETENCIES			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Time	(State the duties and responsibilities here)		
80%	-Performed 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		
10%	-Perform Traffic Tasks: a. Assist in the traffic flow of vehicles inside the campus especially when there is Large events like anniversary , Graduation and others. b. Assist the pedestrian in passing to the proper way.		
10%	- Responds Fire call/Disaster call at anytime.		
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.			
EDUARDO D. ESTOY Employee's Name, Date and Signature		CELSON GUMAD Supervisor's Name, Date and Signature	