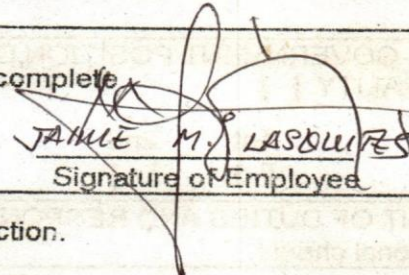
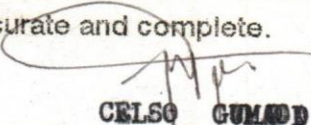
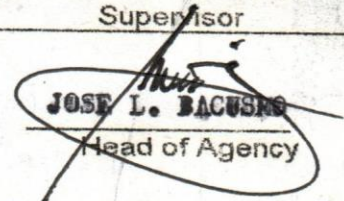


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LASQUITES JADE M. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION SECURITY SERVICES OFFICE		5. WORK STATION/PLACE OF WORK VSU	
6a. RES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCAB-SECG3-4-2010	
7a. SALARY P.A.: P 139,632.00		7b. OTHER COMPENSATION PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Security Guard III		9. WORKING PROPOSED TITLE	
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 :			
DUTIES			
30% 25% 20% 20% 5%	Keep watch and secure life and properties Apprehend violators of VSU Code and other government laws Submit violation report Checks, inspects and monitor incoming and outgoing vehicles Respond to emergency calls even when off-duty.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR SECURITY OFFICER I	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR CHIEF SECURITY OFFICER																		
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. a. Firearm b. Handheld radio c. flashlight d. handcuffs e. whistle																			
18. CONTACT <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <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> </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 <input checked="" type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input checked="" type="checkbox"/> Other's (Specify) <input type="checkbox"/>
	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"/>																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>5/31/10</u> Date </div> <div style="text-align: center;">  JAMIE M. LASDURES Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Maintain the peace and order of the VSU																			
22. Describe briefly the general function of the position. To secure lives and properties of VSU																			
23.a. 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: High School Graduate Experience: 1 year of relevant experience; 4 hours of relevant training.																			
23b. Licenses or certificates required to do this work, Security Guard Licensed																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  CELSO GUMOD Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  JOSE L. BACUS Head of Agency </div> </div>																			