

Republic of the Philippines
BICOL UNIVERSITY
 Legazpi City

ANNOUNCEMENT OF VACANCY

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Security Guard III BUB-SECG3-1-2003 BUB-SECG3-1-1998	BUGASS	8	1. Performs security guard functions within the assigned area of responsibility. 2. Assist Security Officer in the conduct of investigations or reported incidents. 3. Conducts regular checks of security posts takes note of problems and recommend solutions. 4. Does related assignments that may be given from time to time.	High School Graduate	1 year of relevant experience	4 hours of relevant training	Security Guard License	

Brief description of the General Functions of the Position

Required Competencies:

Core Competencies

Exemplifying/Demonstrating Integrity – Basic
 Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Basic

Organizational Competencies

Demonstrating Personal Effectiveness – Basic
 Planning and Delivering – Basic

Functional Competencies

Service Delivery – Intermediate
 Interpersonal Skills – Basic
 Professionalism – Basic
 Achievement Orientation – Basic

Leadership Competencies

Decision Making – Basic

ARNULFO M. MASCARIÑAS
 SUC President IV

Interested and qualified applicants should signify interest in writing attached with the following supporting documents and a self-addressed stamped envelope to the address below.

DR. ARNULFO M. MASCARIÑAS
 SUC President IV
 2/F General Administration and Support Services Bldg.,
 Main Campus, Bicol University, Legazpi City

Documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture;(CS Form 212 revised 2016) which can be downloaded at the www.csc.gov.ph)	3. Photocopy of Diploma and Transcript of Records;
2. Photocopy of Certificate of Eligibility/License;	4. Photocopy of training certificates; and
	5. Photocopy of certificate of Employment from previous employment.

