Office/Campus	**Administrative Services Office**
Unit	**Civil Security Unit**

POSITION PROFILE	
Position: **Security Guard III**	Salary Grade: **8** Monthly Salary: **Php 21,448.00**
Item No.: **DHVCATB-SECG3-16-2010**	Employment Status: **Permanent**

QUALIFICATIONS	
Education:	**High School Graduate**
Experience:	**1 year of relevant experience**
Training:	**4 hours of relevant training**
Eligibility:	**Security Guard License (MC 10 s. 2013 – Cat. IV)**

DUTIES AND RESPONSIBILITIES

1. Ensure the safety and security of personnel and property by conducting regular patrols, monitoring surveillance systems, and inspecting buildings, equipment, and access points.
2. Prevent losses and damage by reporting irregularities; informing violators of policies and procedures.
3. Control traffic within the university by directing drivers to designated parking areas and pick-up/drop-off points.
4. Prepare reports by documenting observations, relevant information, incidents, and surveillance activities.
5. Serve as a first responder during emergencies, calamities, and disasters.

REQUIREMENTS

Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at recruitment@dhvsu.edu.ph:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of certificate of trainings/seminars;
5. Photocopy of outstanding accomplishments;
6. Photocopy of Transcript of Records;
7. Photocopy of Diploma;
8. Work Experience Sheet (for positions requiring relevant experience); and
9. Letter of Intent addressed to the University President.

Deadline of submission: **JUNE 14, 2025 (5:00 PM)**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

recruitment@dhvsu.edu.ph
DHVSU - Human Resources
www.dhvsu.edu.ph

DHVSU offers equal employment opportunity to all applicants regardless of age, sex, color, religion, disability, ethnicity, gender preference, race, income, class, political affiliation or any other characteristics protected by law.