



# NOTICE OF VACANCY



Office/Campus	Administrative Services Office
Unit	Civil Security Unit

POSITION PROFILE	
Position: <b>Security Guard III</b>	Salary Grade: <b>8</b> Monthly Salary: <b>Php 21,448.00</b>
Item No.: <b>DHVCATB-SECG3-18-2010</b>	Employment Status: <b>Permanent</b>
QUALIFICATIONS	
Education:	<b>High School Graduate</b>
Experience:	<b>1 year of relevant experience</b>
Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Security Guard License (MC 10 s. 2013 – Cat. IV)</b>
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"><li>1. Ensure the safety and security of personnel and property by conducting regular patrols, monitoring surveillance systems, and inspecting buildings, equipment, and access points.</li><li>2. Prevent losses and damage by reporting irregularities; informing violators of policies and procedures.</li><li>3. Control traffic within the university by directing drivers to designated parking areas and pick-up/drop-off points.</li><li>4. Prepare reports by documenting observations, relevant information, incidents, and surveillance activities.</li><li>5. Serve as a first responder during emergencies, calamities, and disasters.</li></ol>	
REQUIREMENTS	
<p>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 <a href="mailto:recruitment@dhvsu.edu.ph">recruitment@dhvsu.edu.ph</a>:</p> <ol style="list-style-type: none"><li>1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>;</li><li>2. Performance rating in the last rating period;</li><li>3. Photocopy of certificate of eligibility/rating/license;</li><li>4. Photocopy of certificate of trainings/seminars;</li><li>5. Photocopy of outstanding accomplishments;</li><li>6. Photocopy of Transcript of Records;</li><li>7. Photocopy of Diploma;</li><li>8. Work Experience Sheet (for positions requiring relevant experience); and</li><li>9. Letter of Intent addressed to the University President.</li></ol> <p>Deadline of submission: <b>JUNE 14, 2025 (5:00 PM)</b></p>	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

