

(As of February 21, 2024)

Invite applicants for

SECURITY OFFICER ***(Employee-by-Job Order)***

For the **Office of Safety, Security, and Disaster Risk Management** with the following **QUALIFICATIONS**:

- **Education** : College Graduate or at least two (2) years Technical/Vocational Education
- **Experience** : at least two (2) years of working experience on security service work, particularly on university set up
- **Skills** : Safety, Security and DRRM, basic driving
- **Others** : Security Officer License holder; knowledgeable in MS office and Google workspace

DUTIES and RESPONSIBILITIES:

- Act as the focal person of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and/ or amend risky and/ or unsafe work practices;
- Coordinate all security training programs for the agency management and employees;
- Assist the Executive Director in ensuring the protection of offices, faculty members, personnel, student facilities, and properties of university from potential threats, harm, and damage;
- Assist in planning the security measures and protocols of the University as well as the conduct of regular training, seminars, and workshops on security and DRRM;
- Assist in maintaining the peace and order situation of the University without violating the rights of every member of the academic community;
- Assist in recommending the promotion, replacement, transfer, or retention of the security force
- Assist in the conduct of information dissemination on hazardous and risky areas in the campus like construction sites, dilapidated structures, chemical leaks, sewerage leaks and damaged drainage, and manholes;
- Assist in conducting investigation of suspicious activities, crimes, accidents, hazardous conditions and irregularities in the AOR;
- Conduct security inspection in every area of the University, including the posting of security personnel as mandated by the Executive Director of OSSDRM;
- Provide security by maintaining order, responding to emergency situation such as, earthquake, fire, and bomb threats; and
- To perform other tasks as the University President may direct.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Teody C. San Andres**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by a government agency);
4. Performance rating in the last rating period (for private companies/institutions) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records and Diploma
 - Seminar / Certificates attended for the last five (5) years (if any);

- Certificate/s of Employment signed by the previous employer.

NOTE:

1. The University highly encourages all interested **QUALIFIED** applicants including persons with disabilities (PWD), members of indigenous committees, and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.
2. The applicants will not be discriminated against on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
3. Qualified applicants are advised to send their applications to conrad.esguerra@bulsu.edu.ph.


The deadline for application is until **February 25, 2024**.

Please be reminded that the allocation and assignment of points shall be based on the documents/evidence submitted.

In line with the IATF guidelines, the CHRMO strictly takes precautionary measures and will do the hiring process online.

Please be guided accordingly.

Thank you.


MARK ANTHONY R. LODRIGITO
Director