



BENGUET AGRI – PINOY TRADING CENTER  
Strawberry Fields, La Trinidad, Benguet

# SECURITY GUARD

RESPONSIBILITIES AND DUTIES

MARCH 23, 2021

## SHIFT

1<sup>st</sup> SHIFT (2400H – 0800H)

2<sup>nd</sup> SHIFT (0800H – 1600H)

3<sup>rd</sup> SHIFT (1600H – 2400H)

In partnership with the BSU BAPTC – Project Management Office the following are identified as basis for deployment of guards within the premises

## GENERAL RULE TO ALL POST:

- 1) Guard must always observe proper courtesy and discipline
- 2) At all-time guard must be in proper uniform with smart bearing
- 3) As front-line of defense, always observe proper decorum and must familiarizes him/her with the policies, buildings, training halls & employees of the facility
- 4) Strictly enforce vehicular access control and implement inspection of materials and objects being brought IN or OUT
- 5) Must log in and logout using the BAPTC biometrics
- 6) Assist visitors to respective area of destination & coordinate to other post for assistance
- 7) Must inform and report any incident, suspicious behaviors/happenings to the assigned BAPTC OIC/Head for security services unit
- 8) Secure all exits, doors and windows of BAPTC buildings
- 9) Respond to any incidents in a timely manner and strictly implement the BAPTC notice of violation.
- 10) Submit reports of daily surveillance activity and every suspicious action
- 11) Shall inspect all vehicles if parked properly and that security and safety of constituents is not compromised
- 12) Shall abide and implement policies as maybe requested by the BAPTC Management
- 13) Must always be updated regarding BAPTC traffic flow and parking scheme
- 14) Take security measures to screen and control ambulant vendors coming in the compound
- 15) Always use radio transceiver to communicate at all times
- 16) Coordinate in the nearest police station in cases of interception of criminal or civil cases
- 17) Constant roving within their assigned post to establish guard visibility in both trading bay and parking areas.
- 18) Please be advice to utilize the CCTV access provided by the management, in case that BAPTC personnel at Information and Technology Unit is not available. Moreover, training will be provided to those who are interested however need to compromise with the current protocol.

## **POST 1: MAIN GATE, PAY PARKING AREA, VEHICLE ENTRANCE & EXIT AREA**

- ✓ Shall properly observe inspection and assist parking and payment of tickets, log-in vehicle both time in/out
- ✓ Always check gate pass tickets and payments of vehicles departing the premise
- ✓ Assist and update parking aide regarding status of vehicles at pay parking area
- ✓ Shall serve as main channel to all post for dissemination of information
- ✓ Monitor property entrance and exit
- ✓ Must secure perimeter areas and implement notice of violation for offender of BAPTC Memo 32 S.2020
- ✓ Post 1 & 2 can exchange AOR after break.
- ✓ Other tasks as dictated by the BAPTC personnel officer in-charge for security services unit.

## **POST 2: CARROT FACILITY, GUESTEL/EMERGENCY EXIT, POWER HOUSE & ROVING OF SPOT 3 & CARROT AREA PARKING**

- ✓ Conduct roving inspection within AOR to ensure proper safety and security
- ✓ Assist and update parking aide regarding status of vehicles
- ✓ Switch on/off perimeter lights assigned within AOR
- ✓ Must secure perimeter areas and implement notice of violation for offender of BAPTC Memo 32 S.2020
- ✓ Post 1 & 2 can exchange AOR after break.
- ✓ Observe commodities within AOR and note on the logbook in case CCTV is not working specially with first and third shift
- ✓ Other tasks as dictated by the BAPTC personnel officer in-charge for security services unit.

## **POST 3 & 4: MUC, SECOND GATE, STORAGE AREA, TRUCK PARKING AREA (SPOT 1, 2 & 3)**

- ✓ Conduct roving inspection within AOR to ensure proper safety and security
- ✓ Assist and update parking aide regarding status of vehicles
- ✓ Must secure perimeter areas and implement notice of violation for offender of BAPTC Memo 32 S.2020
- ✓ Assist parking aide regarding status of vehicles
- ✓ Switch on/off perimeter lights assigned within AOR
- ✓ Observe commodities within AOR and note on the logbook in case CCTV is not working specially with first and third shift.
- ✓ Other tasks as dictated by the BAPTC personnel officer in-charge for security services unit.

Prepared by:

  
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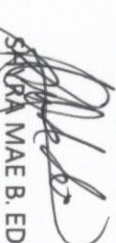




# BAPTC SECURITY GUARD POST 2021



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