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- e. A certification under oath issued by the *AGENCY* that the security guards have completed and passed the training on specific security concerns of the *UNIVERSITY*. The *AGENCY* shall conduct a training/seminar on security guards and personnel to be assigned in the *UNIVERSITY* and meet the skills required of them to work in an academic institution. Otherwise, security personnel shall not be allowed to render services in the *UNIVERSITY*.
 - f. A legible photocopy of their respective licenses, duly certified to under oath by the *AGENCY*, with the original copy thereof shall be presented for verification;
 - g. A legible photocopy of their respective school records proving their 2-year completion in college, duly certified under oath by the *AGENCY*, with the original copy thereof shall be presented for verification.
 - h. The *AGENCY* shall submit to the *UNIVERSITY* on monthly basis, copy of payroll, remittances to SSS, etc. and about status of campus security;
 - i. The *AGENCY* shall provide continuous training to guards assigned to *UNIVERSITY*, provide supervisors who shall monitor/supervise on 24 hours;
 - j. The *AGENCY* shall assist the *UNIVERSITY* in developing/implementing preventive measures against fire, bomb threats, robbers and other forms of crime and emergencies;
 - k. The *AGENCY* shall protect the property of the *UNIVERSITY* inside the buildings within the 204-hectares property, implement measures that shall prevent construction and improvements of houses and other structures owned by informal settlers, control stray animals and shall facilitate the demolition of illegally constructed structures inside the *UNIVERSITY* property;
 - l. The *AGENCY* shall assist the *UNIVERSITY* in conducting investigations related to security matters in coordination with the PNP and other investigating body, shall provide a quick replacement system during emergency cases;
 - m. The *AGENCY* shall assign a Security Supervisor Officer (SO) to conduct once a week, monitor and supervise inspection and trouble shoot problems and concerns related to campus security and guard deployment. Security Supervisor Officer (SO) shall submit weekly monitoring and inspection report to the Office of the Vice Chancellor for Administration (OVCA) through the *UNIVERSITY* Security Coordinator.

The security guards mentioned in the preceding paragraph must individually present themselves to the *UNIVERSITY* through the OVCA so that photograph and fingerprinting be taken for recording purposes.



In addition, the *AGENCY* shall deploy to the *UNIVERSITY* security personnel of twenty-one (21) years old but not more than 45 years old, with at least 5'4" in height, and have a pleasing appearance. The *AGENCY* shall not assign married couples at same shifts, posts or units.



1.4 The *AGENCY* shall be responsible for the supervision and control of its security guards and other personnel. The *UNIVERSITY*, through the OVCA, may monitor and observe the actual delivery of security services by such security personnel of the *AGENCY* at their assigned posts, and recommend or request to the *AGENCY* measure or changes to ensure the efficiency of security services.

1.5 The *AGENCY*, prior to the assignment and deployment of the security guards, shall be responsible for informing them of their general and specific instructions. The *AGENCY* shall be responsible for training its security guards on basic criminal laws, Davao City ordinances, basic rights of citizens and students, first aid, traffic direction and control, moral values, environmental and physical conditioning, investigation, reporting and documentation, courtesy

