



Republic of the Philippines  
DAVAO CITY WATER DISTRICT

Km 2.5 Mc Arthur Highway, Matina, Davao City  
Telephone No. (+63)(82) 235-3293  
Website: [www.davao-water.gov.ph](http://www.davao-water.gov.ph)

**CHECKLIST PER POST ASSIGNMENT OF SECURITY GUARDS**

DATE: \_\_\_\_\_

| NAME OF GUARD | POST ASSIGNMENT | TIME |    | VIOLATION | Remarks / Recommendation |
|---------------|-----------------|------|----|-----------|--------------------------|
|               |                 | FROM | TO |           |                          |
|               |                 |      |    |           |                          |
|               |                 |      |    |           |                          |
|               |                 |      |    |           |                          |
|               |                 |      |    |           |                          |
|               |                 |      |    |           |                          |
|               |                 |      |    |           |                          |
|               |                 |      |    |           |                          |

**REFERENCE:**

On the commission of the following violations/ deficiencies, the DCWD shall have the right to demand the removal of a guards from deployment premises, and under the same grounds recommend his/her termination, to wit;

1. Guard smoking while on duty.
2. Guard reading newspaper and other unofficial reading materials while on duty.
3. Guard sporting beard/moustache, non-regulation haircut, or not in proper uniform while on duty.
4. Guard engaging in prolonged or unnecessary conversation with employee/visitors or over the phone/cellular phone while on duty.
5. Abandonment of Post.
6. Found drunk, drinking intoxicating liquor or found under the influence of prohibited drug while on duty.
7. Providing confidential information to unauthorized person(s).
8. Apprehend for alarm, scandal or disorderly conduct within the premises of the Department on or-off duty.
9. Being discourteous or failure to render appropriate respect to DCWD's official, employee and visitor, or to his superior within the Guard's organizational structure.
10. Found sleeping while on duty.
11. Failure to report to duty without prior notice.
12. Attending to unauthorized functions or activity/ies while on duty.

Prepared by:

Received by:

Approved by: