
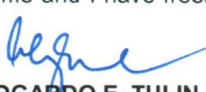


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency with parenthetical title) MEDIA PRODUCTION SPECIALIST II	
2. ITEM NUMBER VISCAB-MPXS2-1-1998		3. SALARY GRADE 15	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION OFFICE OF THE PRESIDENT		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED P33, 575.00	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR EXECUTIVE ASSISTANT		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR PRESIDENT	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the President			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Assist in the preparation of multimedia communication and reports, message requests for the office.			
21. QUALIFICATION STANDARDS			
21a. Education Bachelor's degree relevant to the job	21b. Experience 1 year of relevant experience	21c. Training 4 hours of relevant training	21d. Eligibility Career Service (Professional) Second Level Eligibility
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2

2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		2	
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		2	
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		2	
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		2	
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems		2	
21f. Functional Competencies		Competency Level	
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular		2	
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.		3	
3. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment		2	
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.		2	
5. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University		2	
6. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		2	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level	
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
20%	1. Gathers data, prepares reports and correspondence in behalf of the office	2	
20%	2. Prepares messages for the President	2	
20%	3. Coordinate, arrange and document university events	2	
20%	4. Prepare proposals for funding and facilitates execution	2	
10%	5. Plan, schedule and document meetings, appointments, and travel of University. Pres.	2	
10%	6. Performs other related tasks as maybe assigned from time to time	2	
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
 GANESSA ROSE L. GONGORA 1/3/2020 Employee's Name, Date and Signature		 EDGARDO E. TULIN 1/3/2020 Supervisor's Name, Date and Signature	