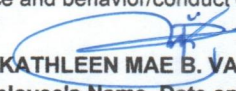
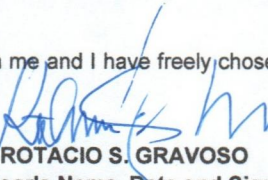


|   |                                     |  |                               |
|---|-------------------------------------|--|-------------------------------|
| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017)               |                                     | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br><b>BROADCAST PROGRAM PRODUCER ANNOUNCER II</b>           |                               |
| <b>2. ITEM NUMBER</b><br><br>BPPA2-1-1998   |                                     | <b>3. SALARY GRADE</b><br><br>16   |                               |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>  |                                     |  |                               |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality                                |                                     | <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class |                               |
| <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special  |                                     |  |                               |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b><br><br>VISAYAS STATE UNIVERSITY   |                                     | <b>6. BUREAU OR OFFICE</b><br><br>DYDC-FM  |                               |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b><br><br>DEPARTMENT OF DEVELOPMENT COMMUNICATION   |                                     | <b>8. WORKSTATION / PLACE OF WORK</b><br><br>VSU, BAYBAY CITY, LEYTE   |                               |
| <b>9. PRESENT APPROP ACT</b>  | <b>10. PREVIOUS APPROP ACT</b>      | <b>11. SALARY AUTHORIZED</b>   | <b>12. OTHER COMPENSATION</b> |
|   |                                     | P38, 150.00/Month  | NONE                          |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><br>STATION MANAGER  |                                     | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><br>PRESIDENT   |                               |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br><i>(if more than seven (7) list only by their item numbers and titles)</i>        |                                     |  |                               |
| POSITION TITLE  |                                     | ITEM NUMBER  |                               |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b><br>DESKTOP COMPUTER, PRINTER, RECORDER                              |                                     |  |                               |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>  |                                     |  |                               |
| <b>17a. Internal</b>  | <b>Occasional</b>                   | <b>Frequent</b>  | <b>17b. External</b>          |
| Executive / Managerial  | <input checked="" type="checkbox"/> | <input 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 type="checkbox"/>            | <input checked="" type="checkbox"/>  |                               |
| <b>18. WORKING CONDITION</b>  |                                     |  |                               |
| Office Work   | <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | Other/s (Please Specify)      |
| Field Work  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   |                               |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br>Broadcast developmental news and promote technologies developed by VSU |                                     |  |                               |



| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  |   |                              |                  |
|--|---|------------------------------|------------------|
| Broadcast DYDC-FM programs and broadcast materials   |   |                              |                  |
| 21. QUALIFICATION STANDARDS  |   |                              |                  |
| 21a. Education   | 21b. Experience                               | 21c. Training                | 21d. Eligibility |
| Bachelor's degree relevant to the job  | 1 year of relevant experience                 | 4 hours of relevant training | CSC Professional |
| 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  |   |                              | 1                |
| 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. 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  |   |                              | 3                |
| 3. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives   |   |                              | 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. 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  |   |                              | 2                |
| 6. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives   |   |                              | 2                |
| 7. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.  |   |                              | 3                |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  |   |                              | Competency Level |
| Percentage of Working Time   | (State the duties and responsibilities here:) |                              |                  |
| 35%  | Broadcast DYDC-FM programs                    | 2                            |                  |
| 25%  | Produce broadcast materials                   | 2                            |                  |
| 20%  | Host programs                                 | 2                            |                  |
| 10%  | Prepare reports                               | 2                            |                  |
| 10%  | Manage website and facebook page              | 1                            |                  |
| 23. ACKNOWLEDGMENT AND ACCEPTANCE:   |   |                              |                  |
| <p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <br/> <b>KATHLEEN MAE B. VALENCIA</b> 03/23/23<br/>             Employee's Name, Date and Signature           </div> <div style="text-align: center;"> <br/> <b>ROTACIO S. GRAVOSO</b> 03/23/23<br/>             Supervisor's Name, Date and Signature           </div> </div> |   |                              |                  |