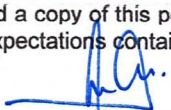
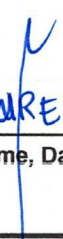


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>Information Officer I</div>																										
<div>2. ITEM NUMBER</div> <div>INFO1-15-2023</div>			<div>3. SALARY GRADE</div> <div>11</div>																										
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div>																													
<div>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</div> <div>STATE UNIVERSITIES &amp; COLLEGES</div>			<div>6. BUREAU OR OFFICE</div> <div>VISAYAS STATE UNIVERSITY</div>																										
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>University Integrated Media and Public Affairs</div>			<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																										
<div>9. PRESENT</div>		<div>10. PREVIOUS APPROP ACT</div>		<div>11. SALARY AUTHORIZED</div> <div>Php. 28,512.00</div>																									
				<div>12. OTHER COMPENSATION</div> <div>ACA/PERA P2,000.00</div>																									
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>Executive Assistant III</div>			<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>University President</div>																										
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr><tr><td></td><td></td></tr></table>						POSITION TITLE	ITEM NUMBER																						
POSITION TITLE	ITEM NUMBER																												
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR</div>																													
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasion</td><td>Frequent</td></tr><tr><td>Executive / Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Others (Please Specify):</td><td colspan="2"></td></tr></table>						17a. Internal	Occasional	Frequent	17b. External	Occasion	Frequent	Executive / Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
17a. Internal	Occasional	Frequent	17b. External	Occasion	Frequent																								
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Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):																										
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></table>						Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Provides support of the university in terms of public relations</div>																													
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>Manage and submit article for VSU web page, assist in the preparation of multimedia communication and reports, message requests for the office</div>																													
<div>21. QUALIFICATION STANDARDS</div> <table><tr><td>21a. Education</td><td>21b. Experience</td><td>21c. Training</td><td>21d. Eligibility</td></tr><tr><td>Bachelor's degree (preferably in DevCom, Journalism, Mass</td><td>None Required</td><td>None Required</td><td>Career Service (Professional) Second Level Eligibility</td></tr></table>						21a. Education	21b. Experience	21c. Training	21d. Eligibility	Bachelor's degree (preferably in DevCom, Journalism, Mass	None Required	None Required	Career Service (Professional) Second Level Eligibility																
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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 and issues		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		1
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.		1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.		1
5. 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.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
25%	1. Oversee and manage the university's social media presence by developing strategies, scheduling posts, engaging with audiences, and analyzing performance metrics to enhance outreach and engagement.	1
25%	2. Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives.	1
15%	3. Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively.	1
10%	4. Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals.	1
10%	5. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies.	1
10%	6. Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university community and public.	1
5%	7. Maintain uniformity in the university's communications and visual identity across all platforms and materials.	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><div> <b>VICTOR S. NERI</b> 03/19/2025 Employee's Name, Date and Signature</div><div> <b>MIKE LAWRENCE LUMEN</b> 03/19/2025 Supervisor's Name, Date and Signature</div></div>		