

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

INFORMATION OFFICER III

2. ITEM NUMBER

VISCAB-INFO3-31-2023

3. SALARY GRADE

SG- 18

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

INTERNAL AUDIT SERVICE OFFICE

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P49,015.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

DESIGNATED HEAD

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

EXECUTIVE OFFICER

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

Information Officer II

INFO2-32-2023

Information Officer I

INFO1-15-2023

Information Officer I

INFO1-16-2023

Adm. Aide VI

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Desktop/laptop computer, audio-visual equipment, calculator, computer software/apps, mobile phone

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☐

☒

General Public

☐

☒

Supervisors

☐

☐

Other Agencies

☐

☒

Non-Supervisors

☐

☒

Others (Please Specify):

Staff

☐

☒

18. WORKING CONDITION

Office Work

☐

☒

Other/s (Please Specify)

Field Work

☐

☒

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Develops programs and multimedia materials to ensure that policies, plans, and activities of the University are disseminated and properly understood by the public and coordinates media-related activities and events.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Facilitates and leads the proper dissemination of information about the university, public relations and linkages.			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job (preferably in DevCom, Journalism, Mass Communication)	2 yrs. of relevant experience	8 hrs. of relevant training	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			1
21f. Functional Competencies			Competency Level
1. Administrative Services Management			2
2. Documents and Records Management			3
3. Critical Thinking and Problem Solving			2
4. Use of Information and Communications Technology (ICT)			2
5. Facilitation			3
6. Resource Mobilization Mangament			2
7. Process Management			3
8. Quality Assurance			2
9. Report Writing			2
10. Monitoring and Evaluation			3
11. Peer Mentoring			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		2
20%	Writes assigned articles for various platforms, particularly for media releases and publication.		2
20%	Coordinate with internal and external stakeholders on the preparation of materials for print and e-publications including the Annual Report.		2
20%	Maintains the web resources of the University, including the official website, social media platforms, and other online resources;		2
10%	Drafts, edits, and reviews speeches, messages, and other official statements of the University President and other officials;		2
10%	Establishes and maintains linkages with national and local media and other institutions for public relations;		2
10%	Receives and responds to communications and public inquiries addressed to the University through official online platforms;		2
10%	Perform other related tasks assigned by the supervisor.		2
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.			
ELMERA Y. BAÑOC Employee's Name, Date and Signature		ULDERICO B. ALVIOLA Supervisor's Name, Date and Signature	