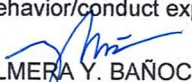
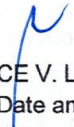


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title INFORMATION OFFICER III	
2. ITEM NUMBER		3. SALARY GRADE	
VISCAB-INFO3-31-2023		SG- 18	
4. FOR LOCAL GOVERNMENT POSITION, 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		6. BUREAU OR OFFICE	
STATE UNIVERSITIES & COLLEGES		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
UNIVERSITY INTEGRATED MEDIA AND PUBLIC AFFAIRS		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		P51,034.00	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
DESIGNATED HEAD		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
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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. Conducts research, development, extension, and innovation program/projects			

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			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication Savvy - Effectively delivers messages that simply focus on facts or			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 Management			2
7. Process Management			3
8. Quality Assurance			2
9. Report Writing			2
10. Monitoring and Evaluation			3
11. Peer Mentoring			2
21g. Functional Competencies			Competency Level
1. Thinking Strategically and Creatively			1
2. Creating and Nurturing a High Performance Organization			1
3. Leading Change			1
4. Building Collaborative, Inclusive Working Relationships			1
5. Managing Performance and Coaching			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working	(State the duties and responsibilities here:)		
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	2	
20%	Maintains the web resources of the University, including the official website, social media platforms, and other online	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%	Conducts research, development, extension, and innovation program/projects	2	
<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;">  ELMERA Y. BAÑOC Employee's Name, Date and Signature </div> <div style="text-align: center;">  MIKE LAURENCE V. LUMEN Supervisor's Name, Date and Signature </div> </div>			