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	**3. SALARY GRADE**
VISCAB-MPXS2-1-1998	15

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	**6. BUREAU OR OFFICE**
VISAYAS STATE UNIVERSITY	OFFICE OF THE PRESIDENT

7. DEPARTMENT / BRANCH / DIVISION	**8. WORKSTATION / PLACE OF WORK**
OFFICE OF THE PRESIDENT	VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT	**10. PREVIOUS APPROP ACT**	**11. SALARY AUTHORIZED**	**12. OTHER COMPENSATION**
		P29, 010.00	ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**
EXECUTIVE ASSISTANT	PRESIDENT

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

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	Occasional	Frequent
Executive / Managerial	☐	☐	General Public	☐	☐
Supervisors	☐	☐	Other Agencies	☐	☐
Non-Supervisors	☑	☐	Others (Please Specify): _____		
Staff	☑	☐			

18. WORKING CONDITION

	Occasional	Frequent		
Office Work	☑	☐	Other/s (Please Specify)	
Field Work	☐	☐		

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)

Manage and submit article for VSU web page, assist in the preparatin of multimedia communication and reports, message requests for the office

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	1 year relevant experience	4 hrs of relevant training	CS (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- 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. 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
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. 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.	2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
25%	1. Prepares message drafts for the President	1
25%	2. Manage VSU Web page	1
25%	3. Assist report preparation for the office	1
10%	4. Submit articles for VSU web page	1
10%	5. Assist in the preparation of multimedia communication of the office	1
5%	6. Host several univeristy activities	1

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.

MARIANE B. UBAT
Employee's Name, Date and Signature

FRANCISCO E. GABUNADA JR.
Supervisor's Name, Date and Signature