Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		 POSITION TITLE (as approved parenthetical title 	POSITION TITLE (as approved by authorized agency) with parenthetical title	
		INFORMATIO	INFORMATION OFFICER II	
ITEM NUMBER		3. SALARY GRADE		
(NPO2-32-	2023	a arreg - ritige - ou arti to an gran bee gaviloeide	the and a realize which of reliance a reason of the first terms of the	
FOR LOCAL GOVERNMENT I	POSITION, ENUMERATE GO	VERNMENTAL UNIT AND CLASS		
Province		1st Class	5th Class	
City Municipality	3	2nd Class Brd Class 4th Class	6th Class Special	
DEPARTMENT, CORPORATION LOCAL GOVERNMENT	ON OR AGENCY/	6. BUREAU OR OFFICE		
STATE UNIVERSIT	TIES & COLLEGES	VISAYAS STAT	VISAYAS STATE UNIVERSITY	
DEPARTMENT / BRANCH / DI	IVISION	8. WORKSTATION / PLACE OF	WORK	
UNIVERSITY INTEGRATED M	MEDIA AND PUBLIC AFFAIR	S VSU, BAYBA	Y CITY, LEYTE	
. PRESENT APPROP ACT 10.	. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
			ACA/PERA P2,000.00	
3. POSITION TITLE OF IMMED	IATE SUPERVISOR	14. POSITION TITLE OF NEXT I	HIGHER SUPERVISOR	
MIKE LAURE	ENCE LUMEN	MIKE LAUR	ENCE LUMEN	
5. POSITION TITLE, AND ITEM				
POSITIO	(if more than seven (7) lis ON TITLE	t only by their item numbers and titles)	NUMBER	
	OLS, ETC., USED REGULAR	RLY IN PERFORMANCE OF WORK	· OHBER	
		PUTER, PRINTER, CAMERA		
7. CONTACTS / CLIENTS / STA 17a, Internal	AKEHOLDERS Occasional Freque	ent 17b, External	Occasional Frequent	
xecutive / Managerial	/	General Public	/	
upervisors	I meeten with a set	Other Agencies	100	
on-Supervisors	author suntance for	Others (Please Specify):	학교(학교)(학자	
tatt	1			
8. WORKING CONDITION office Work		Other/s (Please Specify)	gallowers	
8. WORKING CONDITION Iffice Work ield Work	/ / / HE GENERAL FUNCTION O	us ta especial de la relación de la relación	probovoja Biotechina (1997)	
8. WORKING CONDITION Iffice Work ield Work		us ta especial de la relación de la relación		
8. WORKING CONDITION Office Work ield Work 9. BRIEF DESCRIPTION OF THE	Manage university's HE GENERAL FUNCTION O	F THE UNIT OR SECTION public image and communication. F THE POSITION (Job Summary)		
B. WORKING CONDITION Iffice Work B. BRIEF DESCRIPTION OF THE O. BRIEF DESCRIPTION OF THE Manage, update and maintain	Manage university's HE GENERAL FUNCTION O university's public image and eve	F THE UNIT OR SECTION public image and communication.		
B. WORKING CONDITION Iffice Work B. BRIEF DESCRIPTION OF THE Manage, update and maintain 1. QUALIFICATION STANDARD	Manage university's HE GENERAL FUNCTION O university's public image and eve	F THE UNIT OR SECTION public image and communication. F THE POSITION (Job Summary) information dissemination through digitation coordination.	al platforms, media relations, and	
B. WORKING CONDITION Iffice Work B. BRIEF DESCRIPTION OF THE O. BRIEF DESCRIPTION OF THE Manage, update and maintain	Manage university's HE GENERAL FUNCTION O university's public image and eve	F THE UNIT OR SECTION public image and communication. F THE POSITION (Job Summary) information dissemination through digitate coordination. 21c. Training	al platforms, media relations, and 21d. Eligibility	
8. WORKING CONDITION Iffice Work ield Work 9. BRIEF DESCRIPTION OF THE O. BRIEF DESCRIPTION OF THE Manage, update and maintain in 1. QUALIFICATION STANDARD 21a. Education Bachelor's degree 1e. Core Competencies	Manage university's HE GENERAL FUNCTION Of university's public image and eve DS 21b. Experience 1 year of relevant experience	F THE UNIT OR SECTION public image and communication. F THE POSITION (Job Summary) information dissemination through digitatent coordination. 21c. Training 4 hours of relevant training	al platforms, media relations, and 21d. Eligibility CS (Professional) Second Leve	
Manage, update and maintain 1. QUALIFICATION STANDARD 21a. Education Bachelor's degree 1e. Core Competencies	Manage university's HE GENERAL FUNCTION Of university's public image and eve DS 21b. Experience 1 year of relevant experience	F THE UNIT OR SECTION public image and communication. F THE POSITION (Job Summary) information dissemination through digitate coordination. 21c. Training	21d. Eligibility CS (Professional) Second Lever	
8. WORKING CONDITION Office Work ield Work 9. BRIEF DESCRIPTION OF THE O. BRIEF DESCRIPTION OF THE Manage, update and maintain of the condition of the conditi	Manage university's HE GENERAL FUNCTION Of university's public image and eve DS 21b. Experience 1 year of relevant experience dilism - demonstrates high standards standards of public office	F THE UNIT OR SECTION public image and communication. F THE POSITION (Job Summary) information dissemination through digitatent coordination. 21c. Training 4 hours of relevant training	21d. Eligibility CS (Professional) Second Leve Eligibility Competency Level	

5. Change Adaptation - Works efficiency with a variety of people and situations and adapts one's thinking, behaviour and syste appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems 27. Functional Competencies 1. Administrative Services Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully administrate the set objectives and taugets of the university in general and of the different diffices colleges/department/stenters in particular 2. Documents and Records Management - Applies and adapts records management and administrations and effective management of the university of the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university	4. Interpersonal relationship manage and work well in a team to achieve re	2	
2.1 F. Functional Competencies 1. Administrative Services Management Develops programs and projects, and mobilizes and manages resources, both matter all and human, in order to fully achieve the set dojectives and targets of the university in general and of the different discossibilities particular 2. Documents and Records Management - Applies and salgsts 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. 3. Facilitation - Guides the exchange of information and ideas is an interactive session designed to meet defined objectives 4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which government of the university operations. 3. Facilitation - Guides the exchange of information and ideas is an interactive session designed to meet defined objectives 4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which government of the university of the compliance the processes policies and procedures which government of the survive with accompliance of the processes	style appropriately in dealing with cha	2	
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 conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. 3. Facilitation - Guides the availange of information and ideas in interactive session designed to meet defined objectives 4. Process Management - Davelops, 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. 5. Monitoring and Evaluation - Geathers and analyzes the detailed status of the program in order to determine if its ongoing activities are required as a strain of the compliance of the strain of the program in order to determine if its ongoing activities are real stations and Communications Technology 5. Monitoring and Evaluation - Geathers and analyzes the detailed status of the program in order to determine if its ongoing activities are real stations of activities and responsibilities are real stations and Communications Technology 7. Use of Information and Communications Technology 8. Filipino Values Restoration 9. Quality Assurance 10. Report Wirting 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here.) 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office t	problems	A company of the company	
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. 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. 3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives 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, acquire essential procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered defectively and efficiently, acquire essential proportion of activities or improving/streamlining based on experience, feedback, emerging technologies and new direction. 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. 6. Critical Thinking and Problem Sokving 9. Quality Assurance 10. Report Writing 11. Peer Menoting 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 10% Monitor media coverage and public perception of			www.min.com/min.com/min.com/min.com/min.com/min.com/min.com/min.com/min.com/min.com/min.com/min.com/min.com/mi
records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. 3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives 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. 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. 6. Critical Thinking and Problem Sorking 7. Use of Information and Communications Technology 8. Filipino Values Restoration 9. Quality Assurance 10. Report Writing 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here:) 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical Issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 1 Design and develop brochures, newsletters, and other information and materials that align with the university's branding and communication of providing analysis and reports to inform communication strategies. 10% Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. Plan, coordinate	material and human, in order to fully offices/colleges/departments/centers	2	
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. 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. 6. Critical Thinking and Problem Solving 7. Use of Information and Communications Technology 8. Filipho Values Restoration 9. Quality Assurance 20. Quality Assurance 21. Report Writing 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here:) Competency Level 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information goals. 10% Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university's community and the public. 10% Maintain uniformity in the university's community and the public.	records in the university which are co	3	
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 preactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction. 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. 6. Critical Thinking and Problem Solving 7. Use of Information and Communications Technology 8. Filipino Values Restoration 9. Quality Nasurance 10. Report Writing 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here:) Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 1 Competency Level 10% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. 10% Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university community and the public. 1 Maintain uniformity in the university's community and the public.	3. Facilitation - Guides the exchange	of information and ideas in an interactive session designed to meet defined objectives	3
activities are still aligned with the intended direction of achieving the set goals and objectives. 6. Critical Thinking and Problem Solving 7. Use of Information and Communications Technology 8. Filipino Values Restoration 9. Quality Assurance 10. Report Writing 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here:) 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content taliered for various social media channels to promote university events, achievements, and initiatives. 1 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. 10% Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. 10% Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university's community and the public. 5% Maintain uniformity in the university's communications and visual identity across all platforms and materials. 1	govern the execution of tasks, activiti delivered effectively and efficiently; a	3	
7. Use of Information and Communications Technology 8. Filipino Values Restoration 9. Quality Assurance 10. Report Writing 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. 10% Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university community and the public. 5% Maintain uniformity in the university's communications and visual identity across all platforms and materials. 1 2		3	
8. Filiplino Values Restoration 9. Quality Assurance 10. Report Writing 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here:) 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. 10% Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university's community and the public. Maintain uniformity in the university's community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials. 1	6. Critical Thinking and Problem Solv	ring	2
8. Filiplino Values Restoration 9. Quality Assurance 10. Report Writing 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here:) 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. 10% Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university's community and the public. Maintain uniformity in the university's community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials. 1	7. Use of Information and Communic	ations Technology	ACC 2 OFFINA CHITTA YOURS
9. Quality Assurance 10. Report Writing 21. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here:) 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. 10% Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. 10% Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university's community and the public. Maintain uniformity in the university's community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials. 1			
10. Report Writing 11. Peer Mentoring 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time 25% Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. 10% Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university's community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials. 1	· Have Brights To Attituding		
11. Peer Mentoring 2			
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Percentage of Working Time (State the duties and responsibilities here:) Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. 20% Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. Maintain uniformity in the university community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials.			
Percentage of Working Time (State the duties and responsibilities here:) Regularly update website content to ensure accuracy and relevance, troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. 1 20% Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university's community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials.			
troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to implement new features. Generate engaging content tailored for various social media channels to promote university events, achievements, and initiatives. Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. Maintain uniformity in the university's communications and visual identity across all platforms and materials.			Odilpololoj Lotol
to promote university events, achievements, and initiatives. Establish and maintain relationships with media outlets, prepare press releases, and organize press conferences to disseminate information effectively. Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials.	25%	troubleshoot technical issues, and collaborate with University Information and Communications Technology Services office to	1
releases, and organize press conferences to disseminate information effectively. Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals. Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials.	20%		1
materials that align with the university's branding and communication goals. 10% Monitor media coverage and public perception of the university, providing analysis and reports to inform communication strategies. 1 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials.		releases, and organize press conferences to disseminate information effectively.	1
providing analysis and reports to inform communication strategies. 1 10% Plan, coordinate, and promote events such as seminars, workshops, and conferences to engage the university community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials.	10%	materials that align with the university's branding and communication	1
and conferences to engage the university community and the public. Maintain uniformity in the university's communications and visual identity across all platforms and materials.	10%		1
identity across all platforms and materials.	10%		1
		identity across all platforms and materials.	1

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.

CLAUDETTE MELI HOFF E. GARDUCE

MIKE LAURENCE V. LUMEN

3 | 12 | 25

Employee's Name, Date and Signature

MIKE LAURENCE V. LUMEN
Prvisor's Name Data Str. 5 Supervisor's Name, Date and Signature