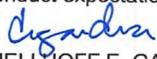| Republic of the Philippines **POSITION DESCRIPTION FORM** **DBM–CSC Form No. 1** (Revised Version No. 1, s. 2017)	1. POSITION TITLE (as approved by authorized agency) with parenthetical title **INFORMATION OFFICER II**

2. ITEM NUMBER	3. SALARY GRADE
INFO2- 32- 2023	15

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

Province	1st Class	5th Class
City	2nd Class	6th Class
Municipality	3rd Class	Special
	4th Class	

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
			ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
MIKE LAURENCE LUMEN	MIKE LAURENCE LUMEN

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

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

Manage university's public image and communication.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Manage, update and maintain university's public image and information dissemination through digital platforms, media relations, and event coordination.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree	1 year of relevant experience	4 hours 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

	Competency Level
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. 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
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	3
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.	3
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.	3
6. Critical Thinking and Problem Solving	2
7. Use of Information and Communications Technology	2
8. Filipino Values Restoration	3
9. Quality Assurance	2
10. Report Writing	2
11. Peer Mentoring	2

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.	1
20%	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.	1
10%	Design and develop brochures, newsletters, and other informational materials that align with the university's branding and communication goals.	1
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.	1
5%	Maintain uniformity in the university's communications and visual identity across all platforms and materials.	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.

CLAUDETTE MELIHOFF E. GARDUCE 3/12/25
Employee's Name, Date and Signature

MIKE LAURENCE V. LUMEN 3/12/25
Supervisor's Name, Date and Signature