

## WE INVITE YOU TO APPLY FOR THE VACANT POSITION

**Postion Title** : PUBLIC RELATIONS OFFICER A  
JG-10 P 36, 619.00/m / Item No. 95-11  
**Location** : Office of the Regional Irrigation Manager

### I. Minimum Qualification Requirements:

**Education** : Bachelor's degree  
**Experience** : 1 year of relevant experience  
**Training** : 4 hours of relevant training  
**Eligibility** : Career Service Professional /Second Level Eligibility

### II. Duties & Responsibilities:

1. Develop communication plan for the region;
2. Document important events/activities of the Agency;
3. Gather, collect and disseminate agricultural irrigation information materials through bulletin, brochures, leaflets and other printed matters;
4. Prepare write-ups for the Agency's public and information dissemination;
6. Prepare press releases;
7. Serve as Master of Ceremonies during special events of the agency;
8. Prepare effective communication programs and information dissemination activities, thru print, audio-visual and inter-personal communication;
9. Assist in the preparation of materials for press conferences and briefings;
10. Participate in public service activities of the agency such as act as assistant facilitator for pre-arranged press conferences;
11. Assist in preparing correspondence, speeches and messages;
12. Handle assigned routine correspondence of the Manager;
13. Maintain systematic files for easier identification and retrieval of publication, photos, slides and tapes.
14. Perform other related functions.

### III Assessment Process

1. Initial Assessment Steps
  - a. HRD Pre-screening
  - b. Personnel Selection Board (PSB) screening
2. Further Assessment Steps
  - a. Work-related Written examination
  - b. Panel interview
  - c. Other related tests, i.e., IQ Test/Personality Test , as deemed necessary

### IV Documentary Requirements:

- **Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter not later than** JUL 23 2025
  - a. Letter of Application which contains Position Tile, Item No. and Location
  - b. Fully accomplished Personal Data Sheet (PDS) recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  - c. Performance rating in the last rating period (January to June 2025)
  - d. Photocopy of certificate of eligibility/rating/license; and
  - e. Photocopy of Official Transcript of Records.
  - f. Photocopies of certificates of trainings /seminars attended

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

### V. Other Relevant Information:

- Candidate/s found by the PSB to have met the Minimum Qualification Requirements (Item I) and have successfully hurdled the Assessment Process (Item III) will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

  
**ALBINO DAVE V. JUBILADO**  
Division Manager, AFD

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