

**SCIS COMPETENCIES**  
DEVELOPMENT COMMUNICATION DIVISION, SCIS

Position: **CINEMATOGRAPHER II**  
Item No.: **OSEC-DENRB-CMG2-1-1998**

<b>Technical Competencies</b>	
<b>(SC 03) Developing and Producing Communication Materials (including Accessing, Crowdsourcing, and Harvesting Existing Materials)</b>	
1	Core description: Undertakes complex multi-media production.
2	Undertakes print and video documentation, including coordination with concerned offices.
3	Selects and captures photos and video clips in editing machine.
4	Executes design and lay-out of communication materials using a variety of design software.
5	Works with video editor on visual requirements (e.g., animation and infographics) of video projects.
6	Prepares shot lists based on the approved script.
7	Operates command center during live feeds.
8	Undertakes photo editing using appropriate software.
9	Revises multi-media materials based on pretest/post test

Position: **HEAD PRESSMAN**  
Item No.: **OSEC-DENRB-HPMAN-1-1998**

Position: **ADMINISTRATIVE ASSISTANT III**  
Item No.: **OSEC-DENRB-ADAS3-36-2004**

Position: **ADMINISTRATIVE ASSISTANT I**  
Item No.: **OSEC-DENRB-ADAS1-46-2004**

<b>Technical Competencies</b>	
<b>(SC 03) Developing and Producing Communication Materials (including Accessing, Crowdsourcing, and Harvesting Existing Materials)</b>	
Core Description: Undertakes Multi-media documentation of DENR programs and projects.	
1	Operates various video and other digital equipment.
2	Ensures proper maintenance of video equipment (e.g., video cameras and smart phones) and other paraphernalia.
3	Prepares checklist of video supplies and other materials needed prior to project documentation activities.
4	Harvests or accesses relevant multi-media materials from diverse sources.
5	Undertakes systematic compilation of raw footages
6	Records/monitors broadcast/podcast of ENR issues.
7	Indexes multi-media materials (including video clips and photo files) internally produced or harvested for easy retrieval.
8	Transcribes interviews and other audio materials needed in video production.
9	Applies knowledge and skills on basic cable connection procedures for live feed coverage.
10	Applies knowledge and skills on digital photography.
11	Performs free-hand drawing.
12	Applies knowledge and skills in printing of photos and reproduction of multi-media materials.

**SCIS COMPETENCIES**  
PUBLIC INFORMATION DIVISION, SCIS

Position: **CREATIVE ARTS SPECIALIST II**

Item No.: **OSEC-DENRB-CASL2-55-2014**

<b>Technical Competencies</b>
<b>(SC 01) Managing Research and Evaluation</b> Core description: Participates in the preparation and conduct of research projects
<b>(SC 02) Developing ENR Communication and Advocacy Plans</b> Core Description: Participates in the development of communication and advocacy plans
<b>(SC 03) Developing and Producing Communication Materials (including Accessing, Crowdsourcing, and Harvesting Existing Materials)</b> Core Description: Undertakes complex multi-media production
<b>(SC 04) Managing Corporate Identity and Brand</b> Core Description: Assists in the execution of a well-defined corporate identity of the DENR
<b>(SC 05) Managing Media Relations</b> Core Description: Assists in the implementation of media relations activities
<b>(SC 06) Managing Online and Social Media</b> Core Description: Undertakes web/online publication activities
<b>(FC1) Computer Skills</b> Core Description: Guides and coaches others on the operation of computers
<b>(FC2) Database Management</b> Core Description: Reviews, verifies and maintains all types of enterprise databases, meta databases and data catalogues

Position: **PUBLIC RELATIONS OFFICER II**

Item No.: **OSEC-DENRB-PRO2-54-2014**

<b>Technical Competencies</b>
<b>(SC 01) Managing Research and Evaluation</b> Core Description: Participates in the preparation and conduct of research projects
<b>(FC1) Computer Skills</b> Core Description: Guides and coaches others on the operation of computers
<b>(FC2) Database Management</b> Core Description: Reviews, verifies and maintains all types of enterprise databases, meta databases and data catalogues