 CLARK INTERNATIONAL AIRPORT CORPORATION	Doc. Code: HRD-F-038
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CORPORATE COMMUNICATIONS OFFICE

POSITION TITLE : ASSISTANT MANAGER JOB LEVEL : 11
IMMEDIATE SUPERVISOR : MANAGER

POSITION SUMMARY:

Under the supervision of the Department Manager, effectively implements the plans and programs of the department to ensure excellent execution.

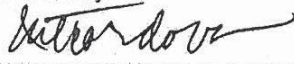
TASKS AND DUTIES:

1. Develops and the implements informative press releases, prepares press kits and other developmental stories concerning the operations of CIAC, DMIA and stakeholders.
2. Attends to radio and TV programs in a bid to maximize information dissemination further positively shaping public awarehess on the current developments in CIAC, DMIA and stakeholders.
3. Properly monitors radio and television programs and national and local newspapers and if the need arises, rectifies adversarial stories that will otherwise affect the operations of CIAC, DMIA and its investors.
4. Ensures necessary assistance accorded to media practitioners.
5. Makes proper coordination and assistance / update LGUs, and various government agencies on the current developments in DMIA.
6. Implements corporate, public and media affairs program of CAD.
7. Performs other official duties that may be assigned from time to time.

QUALIFICATION STANDARDS:

1. College graduate of any related course
2. Must have at least 5 to 10 years of experience in journalism
3. Minimum of one year in public information
4. Filipino citizen of good health and moral character.
5. Good relations with media – print and broadcast


EDGAR M. GUEVARRA
 Manager, CCO

Reviewed by:

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Noted by:

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