

100

REPUBLIC OF THE PHILIPPINES

EC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

POMIDA

ARGINA

MASAS

(Family name)

(Given Name)

(Middle Name)

2. DEPARTMENT, CORPORATION OF AGENCY/ LOCAL GOVERNMENT

3. BUREAU OR OFFICE

LEYTE STATE UNIVERSITY

LSU

4. DEPT/BRANCH/DIVISION

DBM, VISCA

5. WORK STATION/PLACE OF WORK

BAYBAY, LEYTE

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION PERA/ACA

ACT/

ACT/

AUTHORIZED:

BOARD RES/

BOARD RES

ORD. NO.

ORD. NO.

ACTUAL

P 150,552.00/a

ITEM NO.

ITEM NO. LS

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(Leave blank)

11. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY

☐

CITY

☐

PROVINCE

☐

1st

☐

2nd

☐

3rd

☐

4th

☐

5th

☐

6th

☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES:

50%

Teaches agribusiness management and economics courses

25%

Conducts research and extension activities

25%

Performs other duties that may be assigned by the department head

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

College Dean

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer, overhead projector

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied weather

Others (specify)

20. I CERTIFY that the above answers are accurate and complete.

Oct. 4, 2003

Date

Argina M. Pomida

ARGINA M. POMIDA

Signature of Employee

21. Describe briefly the general function of the unit or section.

Instruction, Research Extension and Production Specialized in the Field of Business Management.

24. Describe briefly the general function of the position.

Instruction, Research, Extension and Production

23a. Indicate the required qualification by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education BS degree in the area of specialization

Experience: 1 year of relevant experience; 4 hours of relevant training.

23b. Licenses or certificates required to do this work, if any.

24. I hereby certify that the above answers are accurate and complete.

Date

Lucy B. Paloma

LUCY B. PALOMA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Paciencia P. Milan

PACIENCIA P. MILAN

Head of Agency