

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
POMIDA : ARGINA MASAS
(Family name) (Given Name) (Middle Name)

5. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

3. BUREAU OR OFFICE

Dept. of Business Management, LSU, Visca

4. DEPT./BRANCH/DIVISION

DBM, LSU, Visca

5. WORK STATION/PLACE OF WORK

LSU, BAYBAY, LEYTE

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ ACT/

BOARD RES/ : BOARD RES
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO. LS

7a. SALARY P.A. : 7b. OTHER COMPENSTION PERA/ACA
AUTHORIZED: P P 150,552.00

ACTUAL

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

9. WORKING PROPOSED TITLE

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

50%

25%

25%

DUTIES:

Teaches agribusiness management and economics courses

Conducts research and extension activities related to enterprise development, marketing and record keeping

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

Dean, CEAI

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

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

Computer, Overhead projector, calculator, stapler, etc.

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

x

x

x

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied whether

Others (specify)

x

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

September 17, 2004

Date

Argina M. Romida
ARGINA M. ROMIDA

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.

22. 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 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.

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

September 17, 2004

Date

Lucy B. Paloma
LUCY B. PALOMA

Signature and Title of Immediate Supervisor

28. APPROVED:

Date

Paciencia P. Milan
PACIENCIA P. MILAN

Head of Agency