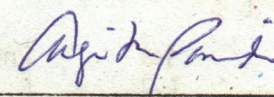

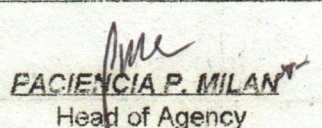


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>PONIDA      ARGINA      NASAS</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>LSU</b>	
4. DEPT./BRANCH/DIVISION <b>DEPT. OF BUSINESS MANAGEMENT</b>		5. WORK STATION/PLACE OF WORK <b>LSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>LS</b>	7a. SALARY P.A.: <b>P 159,600.00</b> 7b. OTHER COMPENSATION: <b>FERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>ASST. PROFESSOR</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ] <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
<b>50%</b>  <b>25%</b>  <b>25%</b>	<b>Teaches agribusiness and economics courses</b> <b>Conducts research &amp; extension activities related to enterprise development, marketing and record keeping</b> <b>Performs other duties that may be assigned by the department head.</b>		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Department Head</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>College Dean</b>	
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. <b>Computer, Overhead Projector, etc</b>			
18. CONTACT		19. WORKING CONDITION	
General Public	Occasional [ ]	Frequent [ ]	Normal Working Condition
Other Agencies	[ ]	[ ]	Field work [ ]
Supervisors	[ ]	[ ]	Field Trips [ ]
Management	[ ]	[ ]	Exposed to Varied Weather
Others (Specify)	[ ]	[ ]	Other's (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete.			
Oct. 10, 2006 Date		 Signature of Employee	
21. Describe briefly the general function of the Unit or Section. <b>Instruction, Research, Extension &amp; Production</b>			
22. Describe briefly the general function of the position. <b>Instruction, Research, Extension &amp; Production</b>			
23.a. Indicate the required qualifications 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: <b>BS degree relevant to the job.</b> Experience: <b>1 yr. of relevant experience; 4hrs. of relevant training.</b>			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Oct. 12, 2006 Date		 <b>ANTONIO P. ABANO</b> Signature and Title of Immediate Supervisor	
25. APPROVED			
Date		 <b>PACIENCIA P. MILAN</b> Head of Agency	