

# REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
**LEYTE STATE UNIVERSITY**

4. DEPT./BRANCH/DIVISION

**DEPT. OF BUSINESS MANAGEMENT**

6a. PRES. APPRO.

6b. PREV. APPRO

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO. **LS**

1. NAME OF EMPLOYEE

**POMIDA**, **ARGINA** **M.**  
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

**LSU**

5. WORK STATION/PLACE OF WORK

8. OFFICIAL DESIGNATION OF POSITION

**ASST. PROF. I**

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE  
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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%** Perform other duties and responsibilities assigned by the department head

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p>Dept. Head <i>ANTOJA</i> <i>ANTOJA</i></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p>College Dean <i>143</i></p>																		
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles)</p> <p style="text-align: center;">none</p>																			
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p>computer, overhead projector</p>																			
<p>18. CONTACT</p> <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[x]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <p>Normal Working Condition</p> <p>Field work [ ]</p> <p>Field Trips [ ]</p> <p>Exposed to Varied Weather</p> <p>Other's (Specify) [ ]</p>
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Others (Specify)	[ ]	[ ]																	
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Dec. 6, 2005</u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>ARGINA M. POMIDA</i></p> <p>ARGINA M. POMIDA</p> <p>Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">Instruction, Research, Extension and Production specialized in the field of Bus. Mgt.</p>																			
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Instruction, Research, Extension and Production</p>																			
<p>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).</p> <p>Education: BS degree <del>in the</del> relevant to the job.</p> <p>Experience: 1 year of relevant experience; 8 hours of relevant training.</p>																			
<p>23b. Licenses or certificates required to do this work, if any.</p>																			
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Dec. 6, 2005</u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>ANTONIO P. ABAMO</i></p> <p>ANTONIO P. ABAMO</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																			
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>PACIENCIA P. MILAN</i></p> <p>PACIENCIA P. MILAN</p> <p>Head of Agency</p> </div> </div>																			