

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

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

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DAEA, VISCA

4. DEPT./BRANCH/DIVISION
DAEA, VISCA

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR

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
attached additional sheets.

Percent of :
Working Time :

DUTIES

60%	: Teaches Agribusiness & Ag. Econ courses
15%	: Make research proposals and conducts res. & ext. activities
10%	: Serve as adviser to BSAB students
10%	: Co-Supervisor to BSAB field practice
5%	: Performs other functions that may be assigned by the dept. head

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, DAEA

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, ODI

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, calculator, etc

18. CONTRACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (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. 18, 2000

Date

Argina M. Pomida
ARGINA M. POMIDA

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Instruction, Research and Extension

22. Describe briefly the general function of the position.

Instruction, Research and Extension

23a. 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: **Bachelor's degree in the area of specialization.**

Experience: **None required.**

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.

JOSE M. ALBUINO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency