

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)

2. DEPARTMENT, CORPORATION OF AGENCY/  
LOCAL GOVERNMENT  
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Dept. of Business and Management, VSU, Visca

4. DEPT/BRANCH/DIVISION

DBM, VSU, Visca

5. WORK STATION/PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

6a. PRES. APPROP. : 6b. PREV. APPROP.  
ACT/ : ACT/  
BOARD RES/ : BOARD RES  
ORD. NO. : ORD. NO.  
ITEM NO. : ITEM NO.

7a. SALARY P.A. : 7b. OTHR COMPENSTION  
AUTHORIZED:  
:  
ACTUAL :  
:

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

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

DUTIES:

50%

Teaches agribusiness management courses

25%

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

25%

Performs other duties that may be assigned by the department head

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

Head, DBM

: Dean, CME

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, LCD, Overhead projector, calculator, etc.

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (specify)

x

x

x

19. WORKING CONDITION

Normal Working Condition

x

Field Work

Field Trips

Exposed to varied whether

Others (specify)

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

*Argina M. Pomida*  
ARGINA M. POMIDA

Date

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 all positions other than teaching).

Education : *B.S. degree relevant to the job*

Experience : *4 yrs. of relevant experience, 8 hrs. of relevant training.*

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

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

*Antonio P. Abamo*  
ANTONIO P. ABAMO

Date

Signature and Title of Immediate Supervisor

4. APPROVED:

Date

*Jose L. Bacusmo*  
JOSE L. BACUSMO

Head of Agency