

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

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. LS

3. OFFICIAL DESIGNATION OF POSITION

ASST. Professor 1

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

PONIDA

ARGINA

MASAS

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: ₱175,560.00

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

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

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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 & extension activities related to enterprise development, marketing and record keeping

25% Performs other duties & responsibilities that may be assigned by the dept. head.

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

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ITEM NO.

3. OFFICIAL DESIGNATION OF POSITION

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(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPAL ☐

CITY ☐

PROVINCE ☐

1st

2nd

3rd

4th

5th

6th

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of

Working Time:

DUTIES

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, CHM

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, Overhead Projector, Calculator, LCD etc

18. CONTACT

Occasional Frequent

General Public

[]

[]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

Field work

[]

Field Trips

[]

Exposed to Varied Weather

Other's (Specify)

[]

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

Sept 24, 2007

Date

Argina H. Pomida
ARGINA H. POMIDA
Signature of Employee

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

Instruction, Research, Extension & Production

22. Describe briefly the general function of the position.

Instruction, Research, Extension & Production

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: BS degree relevant to the job

Experience: 1 year of relevant experience, 4 hrs of relevant training.

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

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

Sept. 24, 2007
Date

Antonio P. Anamo
ANTONIO P. ANAMO
Signature and Title of Immediate Supervisor

25. APPROVED

Date

Jose L. Bacusio
JOSE L. BACUSIO
Head of Agency