

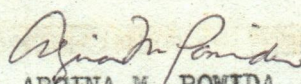
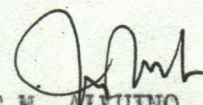
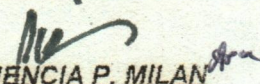
## REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		1. NAME OF EMPLOYEE <b>POMIDA ARGINA MASAS</b> (Family Name) (Given Name) (Middle Name)	
4. DEPT./BRANCH/DIVISION <b>Dept. of Agricultural Economics &amp; Agribusiness</b>		3. BUREAU OR OFFICE <b>Dept. of Ag. Econ. &amp; Agribusiness</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		5. WORK STATION/PLACE OF WORK	
6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.		7a. SALARY P.A.	
8. OFFICIAL DESIGNATION OF POSITION		7b. OTHER COMPENSATION:	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]		11. OCCUPATION GROUP TITLE (leave blank)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
70%	Teaches agribusiness and agricultural economics courses;		
10%	Serves as ABC Manager;		
10%	Conducts research and extension activities;		
10%	Performs other duties assigned by the department head.		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Director of Instruction</div>																												
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. <div style="text-align: center;">computer; calculator; overhead/slide projector, etc.</div>																													
18. CONTACT  <table style="width: 100%; border: none;"> <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;">[ ]</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	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ]	Field work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">11-26-01</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;">   <div style="text-align: center;">ARGINA M. POMIDA</div> <div style="text-align: center;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section.																													
22. Describe briefly the general function of the position.																													
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:  Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">11-27-01</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;">   <div style="text-align: center;">JOSE M. ALQUINO, JR.</div> <div style="text-align: center;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;">   <div style="text-align: center;">PACIENCIA P. MILAN</div> <div style="text-align: center;">Head of Agency</div> </div> </div>																													