

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		2. BUREAU OR OFFICE Dept. of Ag. Econ. and Agribusiness	
3. DEPT./BRANCH/DIVISION Dept. of Ag. Econ. & Agribusiness		5. WORK STATION//PLACE OF WORK ViSCA, Baybay, Leyte	
6a. PRES. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. LS	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. 7b. OTHER COMPENSATION P78,816.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
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		D U T I E S	
85%	Teaches agricultural economics and agribusiness courses		
10%	Research and extension responsibilities		
5%	Other jobs that maybe assigned by superiors.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
OIC, DAEA Director of Instruction

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

none

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
computer, calculator, ballpen, class cards, etc.

18. CONTACT

Occasional

Frequent

General Public
Other Agencies
Supervisors
Management
Others (Specify)

X
X
X

X

19. WORKING CONDITION

Normal Working Condition
Field Work
Field Trips
Exposed to Varied Weather
Others (Specify)

X

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

July 11, 1996

Date

ARGINA M. POMIDA

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To provide instruction in Ag. Economics/agribusiness courses.

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: B~ degree with specific area of specialization.

Experience: None

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

None

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

July 11, 1996

Date

RAMON S. LAGUNA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO

Head of Agency