

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>POMIDA</u> <u>ARGINA</u> <u>MASAS</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Dept. of Ag. Econ. and Agribusiness	
4. DEPT./BRANCH/DIVISION Dept. of Ag. Econ. and Agribusiness		5. WORK STATION/PLACE OF WORK VISCA	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. LS	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. LS	7a. SALARY P.A.: ₱ 97,416.00 7b. OTHER COMPENSATION: ACA & PERA 1000	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		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			
65%	Teaches Agribusiness and Ag. Economics courses		
15%	Acts as adviser to Agribusiness students		
10%	Performs duties as members to the different department committee created		
10%	Performs functions and responsibilities that may be assigned by the dept. head and the section head.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Director of Instruction</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">None except students</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>Writing board, projectors, chalk, pens, papers, ballpens, calculators, computers</p>																													
18. CONTRACT <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;">[x]</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;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[]	Supervisors	[]	[x]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</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>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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21. Describe briefly the general function of the Unit or Section. <p>An academic unit offers Agribusiness and Ag. Econ. courses</p>																													
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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). <p>Education: Bachelor's degree in the area of specialization</p> <p>Experience: None required</p>																													
23b. Licenses or certificates required to do this work, if any.																													
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25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><u><i>[Signature]</i></u></p> <p style="text-align: center;">Head of Agency</p> </div> </div>																													