

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

PONIDA

ARGINA

MASAS

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

2. DEPARTMENT, CORPORATION, OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

DEPARTMENT OF BUSINESS MANAGEMENT

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPRO

ACT/

BOARD RES/

ORD NO

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

INSTRUCTOR

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 [x]

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

75%

Teaches agribusiness and ag. economics courses

15%

Serves as ABC Market Manager

5%

Performs extension services

5%

Performs other functions which maybe assigned by the dept. head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
HUMAN RESOURCE MANAGEMENT OFFICER IV
Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Dean, CEAI

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

Manerto Castillon - Emergency Laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Computer, calculator, etc.

18. CONTACT

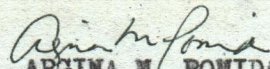
	Occasional	Frequent
General Public	☐	☐
Other Agencies	☐	☐
Supervisors	☐	☒
Management	☐	☐
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☒
Field work	☐
Field Trips	☐
Exposed to Varied Weather	☐
Others (Specify)	☐

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

Date


ARGINA M. POMIDA
Signature of Employee

21. Describe briefly the general function of the Unit or Section
Instruction, Research, Extension and Production

22. Describe briefly the general function of the position.
Instruction, Research, Extension and 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: **Bachelor's degree in the area of specialization.**

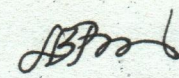
Experience: **1 year of relevant experience; 4 hours of relevant training.**

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

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

Oct. 2, 2022

Date


LUCY B. PALOMA
Signature and Title of Immediate Supervisor

25. APPROVED

Date


PACIENCIA P. MILAN
Head of Agency