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4. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head Department Head	College Dean Head
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY only by their item nos. and titles) N/A 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in pe	formance of work
Typewriter, Computer Machine, Mimeographing	Machine, Stapler, Puncher, Paper Cutter, etc.
Occasional Frequent General Public [] [X] Other Agencies [X] Supervisors [] [X] Management [] [X] Others (Specify) [] [1]	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	POLICATIO C. GUMBA, JR Signature of Employee
21. Describe briefly the general function of the Unit or Section.	and production services in the field of
provides instruction, research, extension, animal science. 22. Describe briefly the general function of the position. Assist in providing instruction, research, extension, animal science.	
provides instruction, research, extension, a animal science. 22. Describe briefly the general function of the position. Assist in providing instruction, research, extension, research, extended of animal science. 23.a Indicate the required qualifications by years and kind of edu vacancy for this position. (Keep the position in mind rather the incumbent. This item should be filled for all positions other the Education. 2 years studies in college.	extension, and production services in the cation considered in filling up a han the qualifications of the present than teaching).
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