





14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;">COLLEGE DEAN</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7) list only by their item nos. and titles) <div style="text-align: center; margin-top: 10px;">STUDENTS</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; margin-top: 10px;">COMPUTER, LCD, MICROPHONE, KARAOKE</div>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 30%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify) <i>Students</i></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify) <i>Students</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition		Field work	<input checked="" type="checkbox"/>	Field Trips	<input checked="" type="checkbox"/>	Exposed to Varied Weather		Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>12-01-10</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="margin-top: 10px;">To provide instruction, research &amp; extension services.</div>																													
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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). <div style="margin-top: 10px;">Education: <b>B. S. degree in the area of specialization.</b></div> <div style="margin-top: 10px;">Experience:</div>																													
23b. Licenses or certificates required to do this work, <div style="margin-top: 10px;"></div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">  Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">  JOSE L. BAGISNO Head of Agency         </div> </div>																													