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	POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
1	INFORMATION AND COMMUNICATIONS INFORMATION OFFICER III
	NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)
17.	MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
	COMPUTER, PRINTER, STILL AND VIDEO CAMERA
	Occasional Frequent 19. WORKING CONDITION Occasional Frequent Normal Working Condition General Public [] [] Field work [] Other Agencies [] [] Field Trips [] Supervisors [] [] Exposed to Varied Weather Management [] Other's (Specify) [] Others (Specify) []
20.	I CERTIFY that the above answers are accurate and complete. 12 0 9 08 Signature of Employee
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1	Describe briefly the general function of the Unit or Section.
2	Describe briefly the general function of the position. THROUGH PUBLICATIONS AND OTHER DESCRIBED TO THE CORNIC MEDIA
	PRODUCE COMMUNICATION MATERIAL FOR THE PROMOTION OF
15.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: Bacheler's degree. Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.
3b.	Licenses or certificates required to do this work, if any. CIVIL SERVICE ELIGIBILITY (PD 907)
4.	I HEREBY CERTIFY that the above answers are accurate and complete.
	ma ma
1	WOLFREDA T. ALESNA
	Date Signature and Title of Immediate Supervisor
5.	APPROVED
	Date . Head of Agency