

6. Performs other functions which may be assigned by superiors.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Assistant Head, Dept. of Forestry

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College President

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

None

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

Typewriter, mimeographing machine, nursery and reforestation equipment, laboratory instruments and other teaching aids.

18. CONTACTS

Occasional

Frequent

General Public

: X :

: : :

Other Agencies

: X :

: : :

Supervisors

: : :

: X :

Management (students)

: : :

: X :

Others (Specify)

: : :

: : :

19. WORKING CONDITION

Normal Working Condition

: X :

Field Work

: : :

Field Trips

: : :

Exposed to varied Weather

: : :

Others (Specify)

: : :

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

10-12-82

Date

EDUARDO O. MANGAONG

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services in Forestry and Forest Development projects.

22. Describe briefly the general function of the position.

To provide instruction in Forestry courses and conduct research and extension services.

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).

Education: BS degree with specific area of specialization plus other requirements

Experience: per QS of the College.

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

None

24. I hereby certify that the above answers are accurate and complete.

10-12-82

Date

MARCELO L. BONITA, Assistant Head, Dept. of Forestry

Signature and Title of Immediate Supervisor

25. APPROVED:

10-13-82

Date

F. A. BERNARDO

Head of Agency