

:1. NAME OF EMPLOYEE

二

LORETO EPIFANIA GARCIA
(Family Name) (Given Name) (Middle Name)

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: 3. BUREAU OR OFFICE

2

:5. WORK STATION/PLACE OF WORK

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...

●

ACT/

:7a. SALARY P.A.

17b. OTHER COMPAN-

BOARD RES/

: AUTHORIZED

SATION

OFD. NO.

: ACTUAL.

P 28,752.00

COLA

2

: 9. WORKING PROPOSED TITLE

2

Instructor

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:11. OCCUPATION GROUP TITLE
: (Leave blank)

1

CITY

PROVINCE

1st	2nd	3rd	4th	5th	6th
:	:	:	:	:	:

4.

...

1. To teach math, physics and agricultural engineering courses;

2. To do research and extension work!

3. To do other duties that may be assigned by Dept. Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 Department Head Director of Instruction

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.
 Computer, technical references, etc.

18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	☒	☐	Normal Working Condition ☒
Other Agencies	☐	☒	Field Work ☐
Supervisors	☐	☒	Field Trips ☐
Management	☐	☐	Exposed to varied Weather ☐
Others (Specify)	☐	☐	Others (Specify) ☐

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

June 19, 1989 Date
 E. B. Loret
 EPIFANIA G. LORETO Signature of Employee

21. Describe briefly the general function of the Unit or Section.
 To provide instruction, research & extension services.

22. Describe briefly the general function of the position.
 To teach courses in mathematics, physics and ag. engineering.



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 per QS of the College.
 Experience:

23b. Licenses or certificates required to do this work, if any.
 None

24. I hereby certify that the above answers are accurate and complete.
 June 21, 1989 Date
 GREGORIO J. GALINATO - Dept. Head Signature and Title of Immediate Supervisor

25. APPROVED:
 21 June 89 Date
 M. R. VILLANUEVA Head of Agency