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14 POSITION TITLE OF IMMEDIATE SUPERVISOR MAI/ 15 POSITION TITLE OF NEXT HIGHER SUPERVISOR MANAIG DEAN BC-CSC Form No. 1 MARILYN Department Head 16. NAMES, TITLES, AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list A909900, THEMTSA only by their item nos. and titles) VISAYAS STATE UNIVERSITY, Baybay City, Leyte Students 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Printer, Overhead projector, LCD, DVD player, Component, Drawing materials, according to the manufacture of the computer, Printer, Overhead projector, LCD, DVD player, Component, Drawing materials, according to the component of the co 19. WORKING CONDITION TO A 18. CONTACT [X] OTHER CONTINUED IS INCOME. Normal Working Condition Field Work [] General Publi [] [] Field Trips Other Agencies 8. OFFI CIAL DESIGNATION OF POSITION Washed Warren WORKING PROPEXED TITLE Supervisors [] Other's (Specify) [] [] Management [Others (Speci[] PCO CLASSIFICATION OF THIS POSITION 20 I CERTIFY that the above answers are accurate and complete CHECK CONSTRUMENTAL UNIT AND UNIT'S CLASS MARCH 6,2012 Signature of Employee Date 21. Describe briefly the general function of the Unit or Section. TEMENT OF DUTIES AND RESPONSIBILITIES. If more space is need how noise by an armond property and property in the contract of t ch additional sheets 22. Describe briefly the general function of the position. Teaches BEED and BSED students Working Time: 23 a. Indicate the required qualifications by years and kind of education considered in filling up as a selection of education of education considered in filling up as a selection of education considered in filling up as a selection of education considered in filling up as a selection of education of education considered in filling up as a selection of education of educatio vacancy for this position. (Keep the position in mind rather than the qualification of the present agent (s incumbent. This item should be filled for all positions other than teaching.) Onducts examination (mid (i.gnih) and item should be filled for all positions other than teaching.) c) Checks test papers and return 1 week after exam Education: B. S. degree in the area of specialization. 5% 2. Member in different committees Experience: 23 b. Licenses or certificates required to do this work, lif-any nemperature by the Department of the Police of th 24. I HEREBY CERTIFY that the above answers are accurate and complete. Lilusku DOLORES L. ALCOBER, DEAN, CE 6-Mar-12 Signatue and Title of Immediate Date Supervisor 25. APPROVED

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Date

Head of Agency