





14.	POSITION TITLE OF IMMEDIATE SUPERVISOR Coordinator, IMDC	15.	POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Academic Affairs	
16.	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. Video Editing machines, computer, amplifier, & other Audio-visual equipment.			
18.	CONTRACT		19.	WORKING CONDITION
		Occasional      Frequent		Normal Working Condition [ / ]
	General Public	[ / ]      [ ]		Field Work [ / ]
	Other Agencies	[ / ]      [ ]		Field Trips [ / ]
	Supervisors	[ / ]      [ / ]		Exposed to Varied Weather [ / ]
	Management	[ / ]      [ ]		Others (Specify) [ / ]
	Other (Specify)	[ / ]      [ ]		
20.	I CERTIFY that the above answers are accurate and complete.			
	August 3, 1998		GEMARCO G. GODOY	
	Date		Signature of Employee	
21.	Describe briefly the general function of the Unit or Section. IMDC - a media center, designs and develop instructional materials and training programs.			
22.	Describe briefly the general function of the position. Maintain Center's Audiovisual Equipment and Facilities to determine their usability			
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: High School Graduate or completion of relevant vocational/trade course Experience:			
23b.	Licenses or certificates required to do this work, if any.			
24.	I HEREBY CERTIFY that the above answers are accurate and complete.			
	October 1, 1998		REMENNIO P. MOLLANEDA	
	Date		Coordinator, IMDC	
			Signature and Title of Immediate Supervisor	
25.	APPROVED:  Date			
			SAMUEL S. GO	
			Head of Agency	