

1317
7118

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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) NA	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. glasswares, UV-vis, projector, etc.	
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. JUNE 29, 1998 Date FELIX M. SALAS Signature of Employee	
21. Describe briefly the general function of the Unit or Section. Instruction & Research & Extension	
22. Describe briefly the general function of the position. Instruction, Research & Extension	
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: Relevant masteral degree Experience: 1 yr relevant experience; 4 hrs relevant training	
23b. Licenses or certificates required to do this work, if any.	
24. I HEREBY CERTIFY that the above answers are accurate and complete. July 9, 1998 Date ANDRESITO D. ACABAL - Head Signature and Title of Immediate Supervisor	
25. APPROVED: Date SAMUEL S. GO - President Head of Agency	