

[illegible]

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

NEVIN PACADA

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Administration

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.

18. CONTACT

Occasional Frequent

General Public	<input type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

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

Jan. 28, 2009

Date

Lenita L. Caintic
LENITA L. CAINTIC
Signature of Employee

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

Generally to assist in facilitating the implementation of school program & project.

22. Describe briefly the general function of the position.

Maintains cleanliness, take charge of bedding laundering & proper order of VMO.

23.a. 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: Must be able to read and write.

Experience: none required.

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

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

Nevin A. Pacada
NEVIN A. PACADA
Signature and Title of Immediate Supervisor

25. APPROVED

Date

Jose L. Bacusmo
JOSE L. BACUSMO
Head of Agency