

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

~~MANAGEMENT OFFICER~~
Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

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.

ballpen, ruler, stapler, puncher, etc.

18. CONTACT

	Occasional	Frequent
General Public	☐	☒
Other Agencies	☐	☐
Supervisors	☐	☐
Management	☐	☐
Others (Specify)	☐	☐

19. WORKING CONDITION

Normal Working Condition	☒
Field work	☐
Field Trips	☐
Exposed to Varied Weather	☐
Other's (Specify)	☐

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

Oct. 10, 2003

Date

Elsie E. Salamat
ELSIE E. SALAMAT

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: 2 years of relevant experience; 8 hours of 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.

October 13, 2003

Date

Lualhati M. Noriel
LUALHATI M. NORIEL - Head, DPM

Signature and Title of Immediate Supervisor

25. APPROVED

Date

Paciencia P. Milan
PACIENCIA P. MILAN
Head of Agency