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17. MACHINES, EQUIPMEN WORK Computer, Printer, Stapl			JLARLY IN THE PERFORMA	NCE OF
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20. I CERTIFY THAT the abo June 23, 204 Date	ve answers are a	occurate and con	JENNIFER E. ANDO Signature of Employee	
TO BE	FILLED UP O	UT BY IMMED	DIATE SUPERVISOR	
	e for the overall	coordination or	THE POSITION OF THE UNIT	
22. DESCRIBE BRIEFLY THE Overall assistance in the (R & E) management and inform	e establishment a	and maintenance	THE POSITION. e of the university's research and	l extension
23a. Indicate the Required Qual this position. (Keep the position should filled for all positions others)	ification by year	s and kind of Ed	ducation considered in filling up ation of the present incumbent.	a vacancy of This item
Education: . College Gradu	ate with backgro	ound in data mai	nagement	
Experience:				
23b. LICENSES OR CERTIFIC	ATES REQUIR	ED TO DO TH	IS WORK, IF ANY.	
I HEREBY CERTIFY that the at	oove answers are	e accurate and c	omplete. EFREN B. SAZ	
Date			Signature and Title of Implediate Supervisor	
		Vic	OTHELLO B. CAPUNO e Pres. for Res. & Extn.	h 6 29/10

APPROVED: