

64 322
1-13-11

POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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DEPARTMENT HEAD

COLLEGE DEAN, CME

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.

Laptop / Computer white board / chalk board pentel pens / ball pens bond paper
Projector white board pen printer ballpens etc.

18. CONTACT

Occasional Frequent

General Public	[]	[x]
Other Agencies	[]	[]
Supervisors	[]	[x]
Management	[]	[x]
Others (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition [x]
Field work []
Field Trips []
Exposed to Varied Weather
Other's (Specify) []

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

10 January 2011
Date

Jose R. Lave
Signature of Employee

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

Instruction, Research, Extension & Production specialized in the field of Business Management

22. Describe briefly the general function of the position.

Instruction, Research, Extension & Production

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: B. S. degree in the area of specialization.

Experience:

24. Licenses or certificates required to do this work,

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

10 January 2011
Date

Antonio P. Abamo
ANTONIO P. ABAMO, Head DBM
Signature and Title of Immediate Supervisor

26. APPROVED

Date

Jose L. Bacusio
JOSE L. BACUSIO
Head of Agency