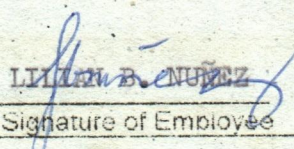
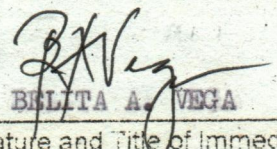
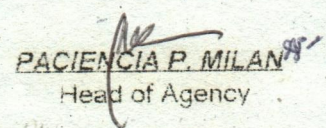


14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV Director, ISRDS	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean of the College of Agriculture																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) None																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, printer, typewriter, pen, etc.																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </table>		Occasional	Frequent	General Public	☒	☐	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☒	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </table>	Normal Working Condition	☒	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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Exposed to Varied Weather	☐																												
Other's (Specify)	☐																												
20. I CERTIFY that the above answers are accurate and complete. <u>Oct. 24, 2012</u> Date  LILIAN B. NUÑEZ Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Coordinates extension programs of the University and implements socioeconomic action research projects																													
22. Describe briefly the general function of the position. To undertake instruction, research and extension for rural development.																													
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: Bachelor's degree relevant to the job/ Experience: 1 year of relevant experience; 4 hours of relevant training.																													
23b. Licenses or certificates required to do this work, if any. None																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date  BELITA A. VEGA Signature and Title of Immediate Supervisor																													
25. APPROVED _____ Date  PACIENCIA P. MILAN Head of Agency																													