

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head : Dean of College/Vice President for Academic Affairs

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.
Calculator, computer, overhead/slide projector, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	_____	<u> x </u>	Normal Working Condition <u> x </u>
Other Agencies	_____	_____	Field Work <u> P 337,608.00 </u>
Supervisors	_____	_____	Field Trips <u> P 24,000.00 </u>
Management	_____	_____	Exposed to varied whether _____
Others (specify) students	_____	_____	Others (specify) classroom _____

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

MA. SALOME B. BULAYOG

_____	_____
Date	Signature of Employee

21. Describe briefly the general function of the unit or section.
Provide instruction, research and extension services.

22. Describe briefly the general function of the position.
Instruction, research and extension.

23a. Indicate the required qualification 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 : BS degree relevant to the job.
Experience : 1-yr. of relevant experience; 4 hrs. of relevant training.

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

35. I hereby certify that the above answers are accurate and complete.

PEDRO T. ARMENIA
Department Head

_____	_____
Date	Signature and Title of Immediate Supervisor

36. APPROVED:


JOSE L. BACUSMO
President

Date

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Department Head

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General Public

Other Agencies

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Management

Others (specify) students

x

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied whether

Others (specify) classroom

x

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

MA. SALOME B. BULAYOG

Date

Signature of Employee

21. Describe briefly the general function of the unit or section.

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Instruction, research and extension.

23a. Indicate the required qualification 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 : 3 yrs. of relevant experience; 16 hrs. of relevant training.

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

35. I hereby certify that the above answers are accurate and complete.

PEDRO T. ARMENIA
Department Head

Date

Signature and Title of Immediate Supervisor

36. APPROVED:

JOSE L. BACUSMO
President

Date