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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) Department Head 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer machine, ball pen, pencils, chart, class record, calculator, etc. 18. CONTACT Occasional Frequent Other Agencies [] [] [] WORKING CONDITION Normal Working Condition Field work Field Trips [] Supervisors [] [] Exposed to Varied Weather Other's (Specify) [] 20. I CERTIFY that the above answers are accurate and complete.
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Signature of Employee
Describe briefly the general function of the Unit or Section. As a service department to serve/teach the students through quality instructions, to improve the productivity, profitability, equity and well-being of the University as a whole. Describe briefly the general function of the position. To serve technical/academic department through instruction by teaching the basic subject/graduate courses at the department; explore possibilities on research a extension in relation to the College thrusts. 3.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: Bacheler's degree in the area of specialization.
Experience: nene required
3b. Licenses or certificates required to do this work, if any.
1 HEREBY CERTIFY that the above answers are accurate and or protection. **ROPTER** To F. CAMADA, Dept. Head
Date Signature and Title of Immediate
Supervisor A
5. APPROVED
JOSE L. BACUSMO
Date Head of Agency