



**HUMAN RESOURCE DEVELOPMENT OFFICE**  
**Central Philippine University**

*CPU HRD Form No. 4*

**JOB DESCRIPTION**

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(Job Title)

Division/Unit :  
Location :  
Reports to :  
Rank/Salary Grade :

I. GENERAL FUNCTION

II. SPECIFIC DUTIES AND RESPONSIBILITIES

III. AUTHORITY

IV. WORKING RELATIONSHIP

V. WORKING CONDITION

1. Location
2. Work Hours

VI. QUALIFICATIONS

VII. BASIC REPORTS REQUIRED:

Conforme:

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Name and Signature of Employee

Date: \_\_\_\_\_

Approved:

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HRD Director

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Name and Signature of Unit Head

Date: \_\_\_\_\_

Date approved: \_\_\_\_\_