JOB DESCRIPTION

__________________________
(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:

__________________________  ____________________________
Name and Signature of Employee  Name and Signature of Unit Head

Date: ____________________________  Date: ____________________________

Approved:

__________________________  Date approved: ____________________________
HRD Director