

## Modelo para el Manual de Funciones

| <b>1. IDENTIFICACION DEL CARGO</b>                                                                                             |                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Nombre del cargo:                                                                                                              | Reemplazo: Cargo que puede reemplazar las funciones de éste.                                                                 |
| Sitio de trabajo: Nombre de la institución, el área y/o el departamento,                                                       |                                                                                                                              |
| Cargo superior inmediato:                                                                                                      |                                                                                                                              |
| Personal a su cargo: Describa si se tiene personal a cargo                                                                     |                                                                                                                              |
| <b>2. OBJETO DEL CARGO</b>                                                                                                     |                                                                                                                              |
| Describa de manera puntual y clara el objeto del cargo                                                                         |                                                                                                                              |
| <b>3. PERFIL DEL CARGO</b>                                                                                                     |                                                                                                                              |
| <b>Educación:</b> Nivel de educación que se requiere para desempeñar el cargo                                                  |                                                                                                                              |
| <b>Convalidación:</b> defina si es posible que pueda convalidar el título con experiencia                                      |                                                                                                                              |
| <b>Formación:</b> Defina la formación adicional que se requiere para desempeñar el cargo.                                      |                                                                                                                              |
| <b>Experiencia:</b> Defina en tiempo y/o actividades que son requisito para desempeñar el cargo                                |                                                                                                                              |
| <b>4. HABILIDADES</b>                                                                                                          |                                                                                                                              |
| <b>4.1 Personales</b><br><br><i>Defina las habilidades personales que debe tener la persona que ocupa el cargo</i>             | <b>4.2 Administrativas</b><br><br><i>Defina las habilidades administrativas que debe tener la persona que ocupa el cargo</i> |
| <b>5. FUNCIONES Y RESPONSABILIDADES</b>                                                                                        |                                                                                                                              |
| <b>5.1 GENERALES:</b> Describa las funciones y responsabilidades generales que debe cumplir la persona que desempeñe el cargo. |                                                                                                                              |

# Modelo 31c707 Manual

**Empresa Nacional de Autocamiones**

A red circular graphic element with a gradient, partially overlapping the right side of the grey bar.

**Modelo 31c707 Manual:**

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**De Soto fire dome eight preliminary shop manual model S-17** De Soto Motor Corporation, Detroit,1951      **De**  
**Soto Firedome Eight Preliminary Shop Manual** Chrysler Corporation. De Soto Division,1951\*      **Operation and**  
**Maintenance Manual for Model 4100** ,1986      **Sava Model: 5720** Empresa Nacional de Autocamiones,1973      **Model**  
**300CB information manual** ,1995      Operating and service Manual Hewlett-Packard Company,1970      Model 990  
Computer TIFORM Reference Manual Texas Instruments,      Sentra 1986 ,1986      **240SX 1989** ,1988      240SX 1992  
,1991      **240SX 1993** ,1992      240SX 1996 ,1995      *Manual 8* Visplay (Firma comercial),2008      Sentra 1984 ,1983  
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