



Republic of the Philippines

## **BATANGAS STATE UNIVERSITY**

Batangas City

Tel. Nos. (043) 980-0385 loc. 1804

E-mail Address: [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) • Website Address: <http://www.batstate-u.edu.ph>

### **HUMAN RESOURCE MANAGEMENT OFFICE**

**Pablo Borbon**

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

#### **1. One (1) LIBRARIAN I- SG10**

**(Under Job Order Status; to be assigned at the Library Services , BatStateU –Lemery)**

**Education:** Graduate of Bachelor of Library and Information Science.

**Experience:** Preferably with at least one year relevant experience in Library Services operation especially in Online Public Access Catalog (OPAC)/digitization of library collection/ cataloging of resources.

**Expertise:** Knowledgeable in providing subject access to information from the web and meta data cataloging; creating digital content; library services and operations; digital content creation tools; different social media platforms (digital services); excellent communication skills; and IT Skills.

**Eligibility:** PRC License Holder

**Salary Grade 10 – 144.58/ hour.**

#### **Duties and Responsibilities:**

- Provide subject access to information from the web and meta data cataloging;
- Create digital contents for Library Website and Facebook page;
- Organize, classify and catalog books (Technical and mechanical processing- collating and stamping of mark of ownership, pasting book pocket/ and book card);
- Encode books for Online Public Access Catalog (OPAC);
- Disseminates information of the library's new acquisition;
- Prepares the list of professional books for the different programs;
- In- charge in the inventory/ weeding of the collection (includes affixing call number to books; reaccessioning);
- Prepares library clippings/ vertical files;
- Coordinates with the Head Librarian and recommends the title of the books needed by the library and the different colleges;
- Answer clients' queries with regards to library services, policies, rules and regulations;
- Provides reference assistance to clients;
- Attend meetings, seminars, workshops as the need arise.
- Orient library users regarding the library policies, rules and regulations; and
- Perform other duties as assigned by the supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda, thru Dr. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: LIBRARIAN I- SG10**.

Submission of application is only from **November 3, 2021- November 12, 2021**.

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
  - Certificate of Seminar/Trainings attended; and
  - Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.