



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

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) ADMINISTRATIVE AIDE VI – SG 6

(Under Job Order Status; To be assigned at Library Services, BATSTATEU-Lobo)

Education: Bachelor's Degree/preferably IT related course

Experience: Relevant experience in Library Services in Online Public Access Catalog (OPAC) / digitization of library collection

Expertise: Excellent Communication Skills, Computer Literate, Knowledgeable in Library Services and Operations

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Scan/digitize library resources such as books and these/dissertations;
- In-charge in the inventory/weeding of the collection;
- Assist in the preparation of accreditation documents (AACUP, ISO, ISA, CHED-RQUAT, CHED-COPC);
- Prepare digital content for posting (FB Page and Website);
- Uploading of digital contents/scanned materials on the library system
- Data entry of bibliographic description of books and these/dissertations
- Provide services both face to face and digital library services (answer reference queries through chat, email and phone, attend to the request of priority scanning of books/thesis), etc.;
- Prepare and update the list of professional/major/general education books for the different programs;
- Prepares and updates the list of thesis/dissertations for the different programs;
- Assist library patrons to search for information using OPAC;
- Monitor the Automated Attendance (Library users Log in/out)
- Prepares statistical report on the use of library and library resources;
- Perform other tasks as assigned by the supervisor.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, July 21, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Scanned copy of Transcript of Records;
3. Scanned copy of other credentials.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU –**

Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO, together with your updated resume, transcript of records and other credentials at recruitmentand hiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Admin Aide VI - Library. Submission of application is only from July 12, 2021 to July 21, 2021.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 2105.