



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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) College Librarian – SG 13**

**(Under Job Order Status; to be assigned at Library Services - BatStateU, Alangilan)**

**Education:** Bachelor Degree of Library and Information Science /PRC

**Experience:** At least one (1) year relevant experience

**Expertise:** Library Services and Operation, Excellent Communication Skills, Digital Services

**Salary Grade 13** – (182.41/hour)

**Duties and Responsibilities:**

- Provide subject access to information from the we4b and meta data cataloguing
- 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)
- Disseminate information of the Library’s new acquisition
- Prepares the list of professional books for the different program
- In – charge in the inventory / weeding of 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 client’s 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 services, rules and regulations
- Perform other duties as assigned by the supervisor.

## **2. Two (2) Administrative Aide VI – SG 6**

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

**Education:** Completion in Two (2) years in College

**Experience:** At least one (1) year relevant experience

**Expertise:** Library Management, Computer Literate, Excellent Communication Skills

**Salary Grade 6 – (105.85/hour)**

### **Duties and Responsibilities:**

- Assist in organizing, classifying and cataloguing of books (Technical and mechanical processing-collating and stamping of mark of ownership, pasting book pocket/and book card)
- In-charge in borrowing and returning of books, theses/dissertations and other library materials in the Circulation Section
- Encodes books and theses/dissertations for Online Public Access Catalog (OPAC)
- Assist in the preparation of accreditation documents for Main Campus I and extension campuses
- In-charge in the inventory/weeding of the collection (includes affixing call number to books; reaccessioning)
- Prepare and update the list of professional/general education books for the different programs
- In-charge in borrowing and returning of materials in the Periodical and Audio Visual Materials Section
- Checks and process new delivered journals and magazines (includes accessioning, stamping of ownership and fixing electromagnetic strips)
- Encodes and updates the list of journals
- Encodes monthly Purchase Request of newspapers and magazines
- Records the newspaper distribution in Main and Extension Campuses
- Assists library patrons to search for information using OPAC
- Encodes the referral letter and certification for submission of theses/dissertations
- Answer clients' queries with regards to library services, policies, rules and regulations
- Monitor the Automated Attendance (Library users' Log in/out)
- Prepare statistical report on the use of library and library resources
- Sort, arrange and compile daily newspapers
- Update the current awareness bulletin board
- Perform other tasks as assigned by the supervisor

qualified applicants may send their application letter addressed to the Chancellor **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 [hrmo.alagilan@g.batstate-u.edu.ph](mailto:hrmo.alagilan@g.batstate-u.edu.ph) with the subject ATTN: **Application for Administrative Aide VI**. Submission of application is only from **February 19, 2021 to March 19, 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 1804.