



Republic of the Philippines
BATANGAS STATE UNIVERSITY
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) College Librarian – SG 13

(Under Job Order Status; To be assigned at the Library Services -BatStateU - Pablo Borbon)

Education: Graduate of Bachelor of Library and Information Science (BLIS);
PRC License Holder

Experience: Preferably with at least 1 year relevant experience in Library Services operation especially in Online Public Access Catalog (OPAC)/ digitization of library collection / cataloging

Expertise: Knowledgeable in providing subject access to information from the web and meta data cataloging; Knowledgeable in creating digital content; Excellent communication skills; IT Skills; Knowledgeable in Library Services and Operations; Knowledgeable in digital content creation tools; Knowledgeable in different social media platforms (digital services)

Salary Grade 13 – (182.41/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)
- 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.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.pb@g.batstate-u.edu.ph** with the subject **ATTN: Application for College Librarian I** Submission of application is only from **February 15, 2021 to February 24, 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.