



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) COLLEGE LIBRARIAN III – SG 18

**(Under Permanent Status; To be assigned at LIBRARY SERVICES
BATSTATEU-ALANGILAN, BATANGAS CITY)**

Education: Bachelor's degree in Library Science or Information Science or
Bachelor of Science in Education/Arts major in Library Science

Training: 8 hours of relevant training

Experience: 2 years of relevant experience

Eligibility: RA 1080

Competency: Communication; Customer Service; Cataloguing; Leadership; Collection
Management; Selection and Acquisition

Plantilla No.: BTSUB-CL3-1-2001

Salary Grade 18 – (43,681/month)

Duties and Responsibilities:

- Organizes, classifies and catalogs books;
- Administers the university library and its reading rooms; prepares requisitions for the purchase of the professional and cultural books and periodicals as may be recommended by the Vice Chancellor for Academic Affairs and Deans/Heads of School;
- Prepares budgets and request letter on library holdings, E-resources, and equipment in coordination with the Deans/Head of School;
- Reports from time to time to the proper authorities the conditions of library facilities relative to its probable expansion and improvement;
- Issues library books, magazines and periodicals;
- Participates in local and national library activities;
- Handles files and safeguard library property;
- Institutes systems of informing the university population about new library acquisition;
- Maintains and post clippings of published material of usual interest;
- Maintains discipline among library occupants;
- Formulates and implements rules, regulations and policies for maximum utilization of library;
- Assist the colleges in the preparation of accreditation documents; and
- Conducts library orientation to freshmen and transferees.
- Performs other related duties and responsibilities.

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 March 19, 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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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 **hrmo.alagilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as College Librarian III 2021. Submission of application is only from March 10, 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 2105.