



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

Human Resource Management Office

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

Position	:	One (1) College Librarian I (Under Job Order Status; to be assigned at the Library Services)
Salary Grade	:	13 (192.80/hour)
Education	:	Bachelor of Library and Information Science; Bachelor of Science in Education Major in Library or; with units of Master of Library and Information Science
Experience	:	With at least three (3) years of relevant experience
Training	:	None Required
Expertise	:	RA 1080; familiar with Resource Description Access (RDA); Tags Machine Readable Cataloging Record (MARC); computer literate, and all aspects of Library work

Duties and responsibilities :

- Assists/monitors clientele using online resources;
- Explores online resources for remote learning;
- Performs scanning of theses;
- Encodes bibliographic entries of theses for online dissemination;
- Maintains and prepares regular statistical data of library patrons and usage of books and other materials for monthly reports;
- Prepares the acquisition of books, periodicals, audiovisual materials, library furniture, equipment, etc. by coordinating with book jobber, suppliers, checking prices, and preparing appropriate forms;
- Coordinates with associate deans and faculty for the selection of books, serial titles, and e-resources;
- Verifies any duplication of library's holdings to ensure accurate record keeping;
- Prepares list of books and other library materials for procurement;
- Accessions/re-accessions of all library materials acquired by the library;
- Does the indexing and abstracting of journals and periodicals as well as other related materials;
- Assigns subject, maintains vertical files – clippings of newspapers and other materials containing articles/write-ups relevant to or needed in different academic programs;
- Helps encode annual required reports;
- Updates bibliographies and list of newly acquired books and subscriptions for the library bulletin and disseminates list to all academic department;
- Updates annual inventory of library collection and other library materials with supporting reports;
- Updates the bulletin board and current awareness with up-to-date and relevant information;
- Assists in updating and encoding documents such as statistical reports, documents for accreditation, and ISO visit;
- Monitors unreturned books of faculty and staff;
- Evaluates patron's usage of library services as basis for improving the delivery of library services to clientele;
- Helps assist annual library orientation (includes tour of the library facilities and orientation of resources);
- Attends webinars; and
- Performs other functions as may be assigned by the immediate supervisor

Qualified applicants may send the following documents at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for College Librarian I**

1. Application letter with applicant's signature addressed to:

Dr. TIRSO A. RONQUILLO
University President
Batangas State University

Thru: **FLORINA P. SANTIAGO, MSc, RPh**
Head, HRMO
Batangas State University JPLPC - Malvar

2. Updated resume/ curriculum vitae with applicant's signature;
3. Diploma and Transcript of Records;



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4. Other pertinent documents such as Trainings & Seminars, Certificate of Employment, PRC Rating, License etc. (if applicable)

Kindly combine all the application documents into one attachment only. Only complete application documents will be processed. Submission of application is from April 21, 2021 – April 30, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170.