



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY-LIPA**

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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) Librarian I - SG 10

(Under Job-Order Status: To be assigned at the Library Services, BatStateU-Lipa)

**Education:** Graduate of Bachelor of Library and Information Science (BLIS), PRC 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 of resources.

**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:** SG 10 (144.58/hr)

#### **Duties and Responsibilities:**

- Provides subject access to information from the web and meta data cataloging;
- Creates digital contents for Library Website and Facebook Page;
- Organizes, classifies 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);
- Disseminates information of the library's new acquisition;
- Prepares the list of professional books for the different programs;
- In-charge in the inventory/weeding of the collection (includes affixing call number to books; re-accessioning);
- 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;
- Answers clients' queries with regards to library services, policies, rules and regulations;
- Provides reference assistance to clients;
- Attends meetings, seminars, workshops as the need arise;
- Orients library users regarding the library policies, rules and regulations; and
- Performs other duties as assigned by the supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva, thru Ms. Ester M. Iglopas, Head of HRMO at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph)** with the subject **RE: Application for Librarian I - Library Services (Lipa Campus)**. Submission of application is from **August 31, 2021 to September 4, 2021** with the following documents:

1. Updated resume
2. Scanned copy of Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma; and
5. Scanned copy of other credentials:
  - *Certificate of Employment if previously employed; and*
  - *Relevant certificate of Trainings/Seminars attended within the last five (5) years (if any).*

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call (043) 980-0385 local 3112.

*\*Please be noted that incomplete documents will not be processed/entertained\**