



Republic of the Philippines

BATANGAS STATE UNIVERSITY

Batangas City

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E-mail Address: recruitment.pb@g.batstate-u.edu.ph • Website Address: <http://www.batstateu.edu.ph>

HUMAN RESOURCE MANAGEMENT OFFICE

Pablo Borbon

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:

One (1) Administrative Aide VI – SG 6

(Under Job Order Status; To be assigned at Library Services, BatStateU –

Pablo Borbon

Education: Bachelor's Degree or preferably IT related course

Experience: Preferably with relevant experience in Library Services especially in Online Public Access Catalog (OPAC)/ digitation of Library collection and curation of information sources.

Expertise: Excellent Communication Skills; Computer Literate; Knowledgeable in Library Services and Operations

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Scan / digitize library resources such as books and theses / dissertations.
- In-charge in the inventory / weeding of the collection.
- Assist in the preparation of accreditation documents (AACUP, ISO, ISA, CHED-RQUAT, CHED-COPC).
- Prepare digital content for posting (FB Page and Website).
- Uploading of digital contents / scanned materials on the library system.
- Data entry of bibliographic description of books and theses / dissertations.
- Provide services both face to face and digital library services (answer reference queries through chat, email and phone, attend to the request of priority scanning of books/thesis), etc.
- Prepare and update the list of professional / major / general education books for the different programs.
- Prepares and updates the list of theses /dissertations for the different programs.
- Assist library patrons to search for information using OPAC.
- Monitor the Automated Attendance (Library users' Log in/out).
- Prepare statistical report on the use of library and library resources.
- Perform other tasks 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. Roldan Ragot, Head of HRMO**, together with your updated resume, transcript of records and other credentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainings) at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Library Services Administrative Aide VI**. Submission of application is only from **August 24, 2021 – September 2, 2021**.

1. Fully accomplished Personal Data Sheet (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. Scanned copy of certificate of eligibility/rating/license;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
 - Certificate of Seminar/Trainings attended; and
 - Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.