



Republic of the Philippines

## **BATANGAS STATE UNIVERSITY**

Batangas City

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### 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:

**1. One (1) Administrative Aide VI – SG 6  
(Under Job Order Status; to be assigned at the Library Services -  
BatStateU – Rosario)**

**Education:** Graduate of Library Science / Information Technology or other allied disciplines

**Experience:** Preferably with relevant experience in Library Services

**Expertise:** Knowledgeable in Library services and operations; with the knowledge and skills in the proper use of computer and different applications; Organized and detail oriented.

**Eligibility:** None Required

**Salary Grade 6 – (110.45/hour)**

**Duties and Responsibilities:**

- Scans / digitizes library resources such as books and theses / dissertations
- In-charge in the inventory / weeding of the collection; Conduct annual inventory of books
- Assists in the preparation of accreditation documents (AACUP, ISO, ISA, CHED-RQUAT, CHED-COPC)
- Prepares 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 these / dissertations
- Provides 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.
- Prepares and updates the list of professional / major / general education books for the different programs
- Prepares and updates the list of theses /dissertations for the different programs
- Assists library patrons to search for information using OPAC
- Monitors the Automated Attendance (Library users' Log in/out)
- Prepares statistical report on the use of library and library resources
- Performs 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](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Administrative Aide VI**. Submission of application is only from **September 28, 2021 – October 7, 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](http://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.