



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 I

(Under Job Order Status; To be assigned at the Library Services – BatStateU Alangilan)

Education: Graduate of Bachelor of Science in Library and Information Science

Experience: With 3 years relevant experience

Competencies: Library Services and Operation, Excellent Communication Skills, Digital Services

Eligibility: RA 1080

Salary Grade 13 – (192.79/hour)

Duties and Responsibilities:

- Provides reference and readers' assistance through face-to-face, telephone, and online;
- Assists in planning and implementing programs and public relations activities
- Carry out information literacy activities, such as:
 - a. Provide instruction and/or training on the use of different library databases
 - b. Provide instructions on topics related to plagiarism and proper citations, use of research tools, etc.
 - c. Prepare information materials to promote available library resources, services, and information sources
 - d. Prepare and update Library pathfinders and subject webliographies
- Performs/oversee periodic shelf management activities:
 - a. Annual inventory;
 - b. Collection preservation and maintenance;
 - c. Recommend book titles for purchase (those that needs replacement and requires additional copies).
- Manages tasks and activities on routine circulation (lending, book returns, reservations, renewal, overdue fines, and penalties);
- Manages and updates the:
 - a. Online chat platform;
 - b. Library FB page;
 - c. Library Website;
 - d. Access rights on the electronic resource databases;
 - e. Patron profile on the integrated library system.
- Gathers/collects periodic data for statistical analysis and reports and submits to the Head of Library Services
- Performs other tasks instructed by the immediate head.

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, December 29, 2021.**

1. Application Letter.
2. Updated resume.
3. 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;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials:
 - Certificate of Seminars/Training attended; and
 - Certificate of Employment (if previously employed)

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 recruitmentandhiring.alangilan@g.batstate-u.edu.ph **with the Subject - ATTN: Application as College Librarian I. Submission of application is only from December 20, 2021 to December 29, 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.