

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #650

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS			DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	ELIGIBILITY	
COLLEGE LIBRARIAN III	18-1	SCHOOL OF ECONOMICS	CL3-51-1998	1) MA or MS degree plus 12 units of advanced graduate work completed; or	None required; or	RA 1080 (LIBRARIAN)	17 December 2018
				2) MA or MS degree; or	Three (3) years of professional experience in library/information work or in teaching Library Science/Information Science/Management; or		
				3) AB or BS degree plus 18 units of graduate work completed	Six (6) years of professional experience in library/information work or in teaching Library Science/Information Science/Management		

DUTIES & RESPONSIBILITIES:

* **Administrative Services** Planning and Development, Drawing plans and activities to upgrade library services/physical facilities, Coordinating actively with college faculty and staff re: library programs and activities, Formulating policies and guidelines re: technical services, user services and education and administrative services, Implementing library policies, rules and regulations, Overseeing the implementation and assessing the efficiency and effectiveness of library programs, Tapping resources outside the University Library system; **Financial Management:** Budgeting (managing and controlling book funds/special funds), Monitoring/reporting collection of fines/library fees and payments for lost materials; **Human Resource Development:** Identifying/determining staff assignments, Coordinating staff work schedule, Evaluating performance of staff, Orienting and training new staff and student assistants in their new assignments, Recommending personnel action, Supervising utility services; **Technical Services** Collection Development: Selecting, reviewing and recommending materials/equipment for possible purchase, Receiving/sorting/recording serials, Soliciting and evaluating gifts and exchange materials received, Collaborating with the faculty in establishing the collection development program of the college; * **Records and Information Management:** Preparing reports, e.g. annual, statistical, inventory, delinquent list, summary of staff attendance, vehicle trip schedule, etc.; * **Supply and Property Management:** Assuming administrative responsibility over library collections, equipment and facilities, Selecting and recommending procurement/upgrading/repair/condemnation of equipment, Attending to building maintenance, Assuming administrative responsibility over archives collections, equipment and facilities; * **User Education and Services Reference Services:** Answering reference questions and other queries, Assisting users in the use of the card and online catalogs, indexes and databases, Explaining library rules and regulations, Conducting orientation; **Automation:** Coordinating the automation program and activities of the library; **Other Professional Services Duties**
Participating in the programs of the University

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to hrdorecruitment.upd@up.edu.ph
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
 1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
 2. Fully accomplished PDS (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 3. Performance rating in the last rating period (if applicable);
 4. Photocopy of certificate of eligibility/rating/license;
 5. Photocopy of Transcript of Records;
 6. Photocopy of relevant training certificates; and
 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

6 December 2018

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.