

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #651

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
COLLEGE LIBRARIAN II	15-1	THE UNIVERSITY LIBRARY	CL2-71-1998	BLS/BSLS or BSE/BA with a major/specialization in Library Science or Information Science/Management with 18 graduate units in any field	-	Four (4) years of professional experience in library/information work or in teaching Library Science/Information Science/Management	RA 1080 (Librarian)	17 December 2018

### DUTIES & RESPONSIBILITIES:

\* **Collection Development:** 1. Selecting and recommending library materials/equipment for the section/unit/college library 2. Establishing and maintaining gift/exchange linkages 3. Preparing/answering correspondence, requests, acknowledgments, claims, orders, letters, etc. 4. Evaluating gifts and exchange materials received 5.—Processing materials received a. preliminary descriptive cataloging, bibliographic searching b. processing periodicals; **Technical Services:** Cataloging and classification (print and non—print materials), Indexing (print and non—print materials), Revising indexed articles, Off—line editing, On—line editing, Assisting in the maintenance of library databases, Preparing finding aids/inventory guides of the archival collection, Inspecting processed microforms, Maintaining and preserving microforms/audio—visual materials; **User Education and Services** 1. Operating the reserved/circulation system for all types of materials, and the inter—library loan system 2. Answering bibliographic factual inquiries using reference sources 3. Performing reference work covering a well defined subject matter 4. Assisting users in the preparation of materials for instruction and research, and the use of the card and on—line catalogs, indexes and databases 5. Explaining library rules and regulations 6. Conducting library orientation 7. Providing current awareness services, SDI 8. Gathering materials to be used by users for media production and presentation purposes; **Stack Maintenance** 1. Assisting in the inventory of library materials/equipment and in weeding out/relocating library materials; **Archival Work** 1. Assisting in acquiring, appraising, arranging and describing, conserving, servicing and promoting use of archives; **Administrative** 1. Implementing library policies, rules and regulations 2. Assisting head librarian in the supervision of the section/unit/college library 3. Training and orienting new staff, student assistants and practicum students 4. Preparing library reports

### **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](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [hrdorecruitment.upd@up.edu.ph](mailto: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](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](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.**