

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #541

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
LIBRARIAN I	11-1	THE UNIVERSITY LIBRARY	LIB1-72-1998	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Librarian)	16 November 2018

DUTIES & RESPONSIBILITIES:

** Education and User Services: Operating the Circulation/Reserve book system, Assisting users in the use of OPAC, internet, indexes and e-journals, Compiling and consolidating library statistics, Checking ID and inspecting things at the control desk; * Technical Services: Cataloging and classifying print and non-print materials, Indexing newspaper articles, Encoding bibliographic records, Online/offline editing of bibliographic records, Assisting maintenance of database; * Collection Development: Searching and verifying bibliographic data, Processing invoices for payment, Encoding accession inventory lists, Preparing letter orders, RIV, COA report and other related documents; * Stack Maintenance: Shelving and shelf reading library materials, Assisting in the inventory of library materials*

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 updhrdorecruitment@gmail.com.
- 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

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

AUGUSTUS C. RESURRECCION, Ph.D.
Deputy Director, HRDO
6 November 2018