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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #558

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE AIDE VI (CLERK III)	6-1	THE UNIVERSITY LIBRARY	ADA6-2135-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	19 November 2018

DUTIES & RESPONSIBILITIES:

** User Education and Services: Circulation and Reserve Services, Borrower's registration, Issuing Internet/computer usage cards, Countersigning ID cards, Manning control desk, Checking ID cards, Inspecting books, bags, etc., Recording number of readers admitted, Manning electronic resources room, Checking ID cards and Computer Usage card, Recording number of Internet/computer users, Accounting cost of Internet/computer usage per hour and printouts, Charging & discharging library materials, Paging library materials, Approving and issuing library materials for extended reading, Recording number of library materials borrowed and generating list from database, Placing recommended titles on reserve, Generating list of borrowers with overdue reserve books, Listing reserve book by course, title/author or subject Collecting fines, payments for lost books, library fees, etc. Filing book cards, Monitoring overdue library materials; * Stack Maintenance and Preservation: Sorting books for shelving, Shelving library materials, Shelfreading, Assisting in the inventory of the library collection, Locating missing library materials, Preparing library materials for binding, Receiving processed library materials from the bindery, Repairing/mending library materials, Labelling library materials; * Reference and Information Services: Handling bibliographic factual inquiries, Answering directional queries/phone calls, Assisting library users in the use of the card and online catalogs, indexes and other databases, Assisting in updating library bulletins, brochures and other promotional materials, Explaining library rules and regulations*

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

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

8 November 2018

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