

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #615

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE AIDE IV (CLERK II)</b>	4-1	THE UNIVERSITY LIBRARY	ADA4-2713-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	11 December 2018

**DUTIES & RESPONSIBILITIES:**

\* *Filipiniana Books Section*

**Circulation/Reserve/Reference Services:** Manning control desk (checking ID cards; inspecting books, bags, etc.) Recording/adding library resources used Paging/locating library materials; Charging & discharging library materials Filing book cards, order slip, inventory cards and/or replenishing date due slips Answering directional questions/phone calls Typing of book cards, order slip, inventory cards and/or replenishing date due slips; **Stack Maintenance:** Sorting/checking books for shelving Shelving and/or shelfreading Preparing materials for binding Assisting in the inventory of library materials Receiving/processing books from bindery; **Administrative Services:** Preparing summary of bindery/photocopying job requests

\* *University Archives and Records Depository Section*

**Technical Services:** Simple searching & verification of bibliographic data Compiling/consolidating library statistics relating to library operations Sorting /filing of indexed newspaper article **User Education and Services:** Answering directional queries/phone calls Assisting users in the use of card and online catalogs, indexes and databases Paging/lending library materials Manning the control desk **Stack Maintenance** Shelving library materials Maintaining shelf file arrangement Shelfreading/conducting inventory of library materials Maintaining and preserving print and non—print materials In charge of locating materials **Administrative :** Preparing library reports e.g. statistical, inventory, etc. In charge of maintaining supply

**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

28 November 2018

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