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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #79**

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS			DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	ELIGIBILITY	
COLLEGE LIBRARIAN III	18-1	THE UNIVERSITY LIBRARY	CL3-69-1998	1) MA or MS degree plus 12 units of advanced graduate work completed; or	None required; or	RA 1080 (LIBRARIAN)	8 February 2019
				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:**

*\* Library Management - Planning, programming, implementing, monitoring and evaluating library services and activities; 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, administrative services, etc.; overseeing the implementation of library programs and activities; preparing library reposts, e.g. annual, statistical, inventory, etc.; coordinating with unit/campus libraries on preparation of union list of borrowers with accounts; supervising library personnel in the performance of their duties and responsibilities; \* Technical Services - catalogue/classify (print and non-print materials); revise cataloged materials; index/revise (print and non-print materials); edit off/on line; compile bibliographies annotating; abstracting; and assist in the maintenance of library databases; \* Collection Development - collaborate with faculty in establishing the collection development program of the college; selecting and recommending materials/equipment for possible purchase; tapping resources outside the University Library System; establish/maintain exchange linkages; conduct annual inventory of collection/equipment; evaluating the collection to determine its strengths and weaknesses; \* Library Automation - coordinating the automation program and activities of Diliman campus libraries; conducting training programs pertaining to automation activities of Diliman campus libraries; overseeing maintenance of library databases; \* User Education and Services - Answering reference questions and other inquiries; conducting orientation on the use of archives, library resources and services; giving lectures etc., on library resources, bibliographic/research techniques, etc.; \* Participating in the Programs and extension services of the University Library or College*

**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  
29 January 2019

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