

(As of March 03, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) LIBRARIAN (Contract of Service)

for the **Sarmiento Campus** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Library and Information Science. Master of Library and Information Science is an advantage.
- **Experience:** With at least one (1) year experience
- **Training:** none required
- **Eligibility:** RA 1080 (Registered Librarian)
- **Skills:** Knowledgeable in Information Technology. Good communication skills, attention to details, adaptability and positive attitude.

DUTIES and RESPONSIBILITIES:

- Accession, catalog, classify books, and mechanically process them prior to circulation;
- Keeps alphabetical files; prepares bibliographies;
- Maintains library records and keeps statistics, periodically conducts inventory of books and periodical collection and prepares report of losses when needed;
- Coordinates print and electronic subscription requests;
- Guide users regarding interest resources;
- Train users in the discovery and management of information;
- Respond rapidly and reliably information requests through the use of all appropriate resources;
- Conduct bibliographic searches to support user and organizational information need;
- Curate freely available and open-access scholarly contents for easy access and retrieval;
- Stay current with trends and developments by reviewing publications, attending professional events receiving training from vendors;
- Promote awareness of research resources, library services and learning opportunities;
- Ensure compliance with relevant laws and regulations including copyright in connection with use library materials and resources;
- Prepare infographics and short video clips as part of information literacy and awareness;
- Evaluate materials to determine outdated or unused items to be discarded;
- Prepare pertinent documents related to library matters;
- Participate in online meeting set by the head;
- Participate in library activities and;
- Perform other related duties.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by government agency);
4. Performance rating in the last rating period (for private companies/ institution) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar / Certificates attended for the last five (5) years
 - Certificate of Board of Ratings / Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer.

NOTE:

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

The applicants will not be discriminated on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

Deadline of application is until March 12, 2023.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

In line with the IATF guidelines, the CHRMO is strictly taking precautionary measures and will be doing the hiring process online.

Please be guided accordingly.

Thank you.

ISABELITA C. BENEDICTOS
Director, Administrative Management Service and
Assistant Director, CHRMO

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