

(As of October 26, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

Two (2) Librarian (*Contract of Service*)

For the **University e-Library** with the following **QUALIFICATIONS**:

- **Education:** Graduate of Bachelor of Library and Information Science
- **Work Experience:** None required
- **Eligibility:** Registered Librarian
- **Skills:** Knowledgeable in technical and mechanical processing of library materials, computer-related skills, customer service, and library management. Possess optimism and can do approach to all of the tasks and responsibilities.

DUTIES and RESPONSIBILITIES:

1. Create content and videos in relation to the LIBCOMMENT program of the University Library
2. Assist in uploading and updating OERs in the University library GSITE.
3. Prepare infographics and short video clips as part of information literacy and awareness
4. Evaluate materials to determine outdated or unused items to be discarded
5. Code, classify, and catalog books, publications, audio-visual aids, and other library materials based on subject matter or standard library classification system
6. Analyze patrons' requests to determine needed information and assist in furnishing or locating the information needed.
7. Search standard reference materials, including online sources in order to answer patrons' reference questions
8. Locate unusual or unique information in response to specific requests
9. Prepare pertinent documents related to library matters
10. Participate in an online meeting set by the head
11. Participate in library activities
12. Perform other related duties.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

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

NOTE:

1. The University highly encourages all interested **QUALIFIED** applicants including persons with disabilities (PWD), members of indigenous committees, and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.
2. The applicants will not be discriminated against on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
3. Qualified applicants are advised to send their applications to conrad.esguerra@bulsu.edu.ph.

The deadline for application is until **November 5, 2023.**

Please be reminded that the allocation and assignment of points shall be based on the documents/evidence submitted.

In line with the IATF guidelines, the CHRMO strictly takes precautionary measures and will do the hiring process online.

Please be guided accordingly.

Thank you.

A handwritten signature in blue ink, appearing to read "ISABELITA C. BENEDICTOS".

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