



## College Librarian I

SG 13-1 Law Complex

ITEM NO. CLI-78-1998

20 July 2021

DEADLINE OF SUBMISSIONS

### MINIMUM QUALIFICATIONS

#### EDUCATION

BLS/BSLS Or BSE/BA w/ a Major/  
Specialization In Library Science Or  
Information Science/Management

#### EXPERIENCE

with Two (2) years of Experience in Library/ Information Work

#### TRAINING

No training required

#### ELIGIBILITY

RA 1080 (LIBRARIAN)

### DUTIES AND RESPONSIBILITIES

- Answer reference questions and other information queries
- Assist users in accessing online resources/databases/computers of the library
- Assist users in the use of other library resources
- Assist in the supervision of library staff, OJTs and student assistants
- Assist in the social media presence/marketing of the library services
- Prepare reports, usage statistics of the Learning Commons

### APPLICATION INSTRUCTIONS

Interested applicants must submit on or before the set deadline the following documents to [hrdorecruitment.upd@up.edu.ph](mailto:hrdorecruitment.upd@up.edu.ph).

- Fully accomplished [RSS Form](#) (in spreadsheet file format only)
- Letter of application (indicate the position title, item number, college/unit, and certifying that all attached documents are true and correct)
- Fully accomplished [Personal Data Sheet](#) (PDS) (CS Form No. 212 Revised 2017) with signature and recent photo taken within the last six (6) months. **To help you accomplish the PDS, please read and understand the [GUIDE TO FILLING OUT THE PERSONAL DATA SHEET](#). Any misrepresentation made in the PDS and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned**
- Fully accomplished [Work Experience Sheet](#) with signature
- Performance Rating (a. For applicants employed in the government service, last and previous ratings are required for appointment by promotion or transfer; b. For applicants working in private companies and/or classified as Job Orders/Contract of Service submission of two (2) rating periods is encouraged)
- Photocopy of Certificate of Eligibility/board rating/valid license
- Photocopy of School Credentials (a. TOR & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education)
- Photocopy of relevant Training/Seminar Certificates; and
- Photocopy of previous and current Employment Certificates with duties & responsibilities, if applicable

#### Please take note of the following:

- Applicants must submit a separate set of application if applying for more than one job vacancy.
- All documents submitted shall be considered as property of UPD-HRRD Office and has the prerogative to make any actions that are deemed appropriate.
- Application with **incomplete documents shall not be considered** in the list of qualified applicants.
- **Late submission shall not be accepted and entertained.**
- Only documents received on or before the deadline shall be **used as basis for evaluation.**
- **In view of the pandemic, all applicants are required to merge all their application documents (except RSS Form) in a single file and send it in PDF format.**

For complete details on how the application process is performed, please visit the [Job Application Process](#) page.

**AUGUSTUS C. RESURRECCION, Ph.D.**

Director, HRDO

05 July 2021