

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
POSITION DESCRIPTION FORM

1. NAME OF EMPLOYEE (FAMILY) (GIVEN) (M. I.) Terol Sheira May Ga	
2. DEPARTMENT/CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University	3. BUREAU OF OFFICE VSU
4. DEPT./BRANCH/DIVISION Library	5. WORK STATION/PLACE OF WORK VSU
6a. PRES. APPROP. ACT BOARD RES./ORD. NO.	6b. PREV. APPROP ACT BOARD RES. VISCAD-CH-1-1998
7a. SALARY AUTHORIZED P214,560.00	7b. OTHER COMPENSATION P24,000.00
8. OFFICIAL DESIGNATION OF POSITION College Librarian I	9. WORKING OF PROPOSED TITLE College Librarian I
10. WAPCO CLASSIFICATION OF THIS TITLE	11. OCCUPATIONAL GROUP TITLE (leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS  
MUNICIPALITY ( ) CITY ( ) PROVINCE ( )  
1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup>  
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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of Working Time	DUTIES
30%	1. Charges and discharges books at the Reserve/Reference Section
15%	2. Helps in updating reference books with complete bibliographic entries and recommend for purchase.
20%	3. Assists clientele in their research.
10%	4. Selects and clips articles of important subjects from local newspapers for vertical file.
10%	5. Keeps statistics of users of the Reserve Section.
5%	6. Sends reservation slips to faculties, staff for books to be put on reserve
10%	7. Household duties: Maintains the cleanliness of the area and shelves books.
100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

University Librarian

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice President for Academic Affairs

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE  
(if more than 1, list only by their item numbers and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work

Computer, typewriter, ballpen, puncher, scissors, etc.

18. CONTACTS

	Occasional	Frequent
Gen. Public	[x]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Others (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working condition	[x]
Field Work	[ ]
Field Trips	[ ]
Exposed to varied weather	[ ]
Others (Specify)	[ ]

I CERTIFY that the above answers are accurate and complete.

January 17, 2011

Date

SHEIRA MAY G. TEROL

Signature of Employee

20. Describe briefly the general function of the unit or Section.

Assists clients' need of all resources at the reserve section, answers queries of the references needed by the researchers.

21. Describe briefly the general function of the position.

Assists clients' need of all resources at the reserve section, answers queries of the references needed by the researchers.

22. Indicate the required qualification/s by years and kind of education considered in filling up a vacancy for this position.

Education: B.S. in Secondary Education major in Library Science

Experience: Administrative Assistant, Department of Education, Division Office - Marikina City

23. Licenses or certificates required to do this work, if any.

PRC License #4638 - RA 1080

I hereby certify that the above answers are accurate and complete.

Jan. 17, 2011

Date

REBECCA B. NAPIERE

Signature and Title of Immediate Supervisor

APPROVED:

JOSE L. BACUSMO

Head of Agency

Date