Republic of the Philippines newcome name h

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		COLLEGE LIBRARIAN I	
2. ITEM NUMBER		3. SALARY GRADE	
2910	ord proper documentation of government pol	eliculate evalute of babu SG 13, S	TEP 1 sylinu artr ni sbroom
4. FOR LOCAL GOVERNM	ENT POSITION, ENUMERATE GOV	VERNMENTAL UNIT AND CLAS	S
		evelops formulates and nariews lessals of tasks, adaythes, or projects in assals established of the control of tasks and entire tasks and or assals assals as a lessal or assals as a lessals and a sals and a sa	☐ 5th Class ☐ 6th Class ☐ Special
5. DEPARTMENT, CORPO LOCAL GOVERNMENT		6. BUREAU OR OFFICE	The contract of the contract o
STATE UNIVI	ERSITY & COLLEGES	VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANC		8. WORKSTATION / PLACE OF WORK	
	EARNING COMMONS	Mago Visio as VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
13. POSITION TITLE OF IN	MEDIATE SUPERVISOR	14 POSITION TITLE OF NEV	ACA/PERA P2,000.00
	GE LIBRARIAN II	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE LIBRARIAN IV	
	ITEM OF THOSE DIRECTLY SUPE		DRANIAN IV
	(if more than seven (7) list only by		
	SITION TITLE if contained a laboration per	a Inemeganem and galesca ITEM NUMBER	
ADMINISTRATIVE AIDE	s tasues, and staying thedates with energing	Charles of about the seminarious	
	T, TOOLS, ETC., USED REGULAR		
DESKTOP COMPUTER	, SCANNER, BARCODE READER, I	RFID READER, PRINTER, CAMI	ERA, LCD PROJECTOR
17. CONTACTS / CLIENTS		The designation of	
17a. Internal	Occasional Frequent	17b. External	Occasional Frequent
Executive / Managerial Supervisors	icles of Sec. and ultering refunde service	General Public Other Agencies	
Non-Supervisors	n in muleoing the library Vcollection	Others (Please Specify):	25%
Staff	on productions such as	development and acquisition	
18. WORKING CONDITION		The same of the sa	
Office Work	collection assessments and identify	Other/s (Please Specify)	
Oversees the acquisition materials, ensuring their 20. BRIEF DESCRIPTION An Acquisition and Serials L procurement, cataloging, an	of the general function of and procurement of library materials availability and accessibility to library of the general function of ibrarian is responsible for acquiring a daccess of materials, ensuring the spanages the access of serial publication.	s, including books, electronic rest y users. THE POSITION (Job Summary) and managing library resources. I smooth functioning of the library's	He/She handles the collection and
21. QUALIFICATION STAN	MANAGEMENT AND ADDRESS OF THE PARTY OF THE P		
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS of Library and Information Science	5 years as School Librarian in Liceo del Verbo Divino, Inc., Tacloban City, Leyte		Registered Librarian
	11 months as Assistant Librarian in Saint Jude College PHINMA Education, Sampaloc, Manila	6 Performs other library ob librarian and or ingrediate	10%
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office.			t have received a with the performance.
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			. 2
Communication Savy - Effectively delivers messages that simply focus on facts or information;			operate 2
Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2
clients, and work well in a team to	acriieve results		Page 1 of 2

	ffectively with a variety of people and situations and adapts one's thinking, behaviour	2
and style appropriately in dealing		2
Gender-responsive management	ent - Promotes gender equality and women empowerment to address gender-	luges 1
related problems	N DESCRIPTION FORM	POSITIO
21f. Functional Comp		Competency Level
 Administrative Services Management 	gement- Develops programs and projects, and mobilizes and manages resources,	(vgR) 1
	er to fully achieve the set objectives and targets of the university in general and of the	
different offices/colleges/departm		CTOSHIL MITTIE
	agement- Applies and adapts records management standards related to the cycle of	1.30 1995 1995 119 119 129
	e conducted to achieve adequate and proper documentation of government policies,	
	ement of the university operations.	
	nge of information and ideas in an interactive session designed to meet defined	1
objectives		
	ops, formulates and reviews for enhancement processes, policies and procedures	privorq 1
	sks, activities, or projects, in order to ensure work is accomplished and required	WID E
	nd efficiently; adopt measures to drive compliance; be proactive in responding to	L Municip
	nlining based on experience, feedback, emerging technologies and new direction.	
[1] [4] [4] [4] [4] [4] [4] [4] [4] [4] [4	Gathers and analyzes the detailed status of the program in order to determine if its	B. DEPARTMENT, CC
	aligned with the intended direction of achieving the set goals and objectives.	Maswa kank
	IES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working	(State the duties and responsibilities here:)	IS A PROPERTY OF STATE OF STAT
Time	4.0	POLICY TOPAL
30%	1.Supervises daily operations of the Serials Unit, such as:	SHEVIN I)
	a.managing the acquisition and subscription process for serial publications,	9. PRESENT APPROP
ACAPERA P2.000	including evaluating, selecting, and ordering new subscriptions, as well as renewing existing subscriptions;	
MEXT HIGHER SUPERVIS	b.ensuring accurate and consistent organization, and indexing of serials materials in	IS POSITION TILE
VI JANIANDAL .	the library's catalog or integrated library system (ILS);	
UJ PIPUPAPICILI.	c.managing the physical and electronic access to serials, including receiving,	
	processing, and shelving new issues, as well as maintaining accurate records of	STUTIED HOUNDA TOT
	holdings and tracking missing or damaged issues;	
	d.overseeing the management of electronic serials, including licensing, access,	
	troubleshooting electronic resource issues, and staying updated with emerging technologies and trends in electronic publishing;	ADMINISTRATIVE A
THOW PROW	. [4] [1] [2] [2] [3] [3] [4] [4] [4] [4] [4] [4] [4] [4] [4] [4	I O. MACHINE, EQUIP
AMEDA LOS SOCIEDAS	e.collaborating with the collection development team to assess the needs of library users, evaluating the relevance and quality of serials publications, and making	IGMON GOTTINGAT
NOT DETECT TO THE TOTAL TOTAL	recommendations for additions or cancellations based on usage and budgetary	o medo ronnono.
	consideration; and.	HOLEGONTACION OF
Occasional - Fred	f.assisting library users with inquiries related to serials, providing guidance on	17a Internal
	locating and accessing specific articles or issues, and offering reference services	Executive / Manageri
	related to serials holdings.	
25%	2.Assists the Chief Librarian in managing the library's collection	Non-Supervisors
	development and acquisition processes, such as:	Staff
	a.selecting, ordering, and receiving new materials, as well as managing the library's	18 WORKING COND
	budget for acquisitions;	whow earthO.
resources, serials and other pays of the control of	b.conducting needs assessments, collection mapping assessments, and identifying	
	gaps in the collection; c.selecting and ordering new materials based on user needs and the library's	
	mission;	Oversees the appu
	d.conducting market research on library materials to be purchased;	materials, ensuring
	e establishing and maintaining professional relationships with Procurement Office	
	staff, BAC Secretariat and Supply Office; pos 101 stall and 281 and 181 stall	
	f.preparing the Project Procurement Plan and Purchase Request for library	
	materials; and one access of sense bublications such as iconstants.	
	g.tracking the status of library materials with PR and PO by doing consant follow-up with the Procurement, Supply, and other concerned offices	
20%	3. Provides library services on designated days within a flexible	MOTTA OFFICIALION
withdial and	work schedule at a specific unit;	nonselfestion
rshardly be expore	the control of the co	BS or Uprary and Inform
10%	4.Manages the Gift and Exchange services such as receiving,	Science
5%	5.Conducts library instruction and orientation; and	1
10%	6.Performs other library operation tasks assigned by the chief	1
	librarian and or immediate head.	

MAEGANLOU A. ARUTA
Employee's Name, Date and Signature

VICENTE A. GILOS

Supervisor's Name, Date and Signature