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| <div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div> | | <div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>COLLEGE LIBRARIAN I</div> | |
| 2. ITEM NUMBER | | 3. SALARY GRADE | |
| | | SG 13, STEP 1 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | |
| <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div> | | | |

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| 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. | | 2 |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems | | 1 |
| 21f. Functional Competencies | | Competency Level |
| 1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular | | 1 |
| 2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. | | 1 |
| 3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives | | 1 |
| 4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction. | | 1 |
| 5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives. | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | |
| 30% | 1.Supervises daily operations of the Serials Unit, such as: a.managing the acquisition and subscription process for serial publications, including evaluating, selecting, and ordering new subscriptions, as well as renewing existing subscriptions; b.ensuring accurate and consistent organization, and indexing of serials materials in the library's catalog or integrated library system (ILS); c.managing the physical and electronic access to serials, including receiving, processing, and shelving new issues, as well as maintaining accurate records of 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; e.collaborating with the collection development team to assess the needs of library users, evaluating the relevance and quality of serials publications, and making recommendations for additions or cancellations based on usage and budgetary consideration; and f.assisting library users with inquiries related to serials, providing guidance on locating and accessing specific articles or issues, and offering reference services related to serials holdings. | 1 |
| 25% | 2.Assists the Chief Librarian in managing the library's collection development and acquisition processes, such as: a.selecting, ordering, and receiving new materials, as well as managing the library's budget for acquisitions; 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; d.conducting market research on library materials to be purchased; e.establishing and maintaining professional relationships with Procurement Office staff, BAC Secretariat and Supply Office; f.preparing the Project Procurement Plan and Purchase Request for library materials; and g.tracking the status of library materials with PR and PO by doing consant follow-up with the Procurement, Supply, and other concerned offices | 1 |
| 20% | 3.Provides library services on designated days within a flexible work schedule at a specific unit; | 1 |
| 10% | 4.Manages the Gift and Exchange services such as receiving, | 1 |
| 5% | 5.Conducts library instruction and orientation; and | 1 |
| 10% | 6.Performs other library operation tasks assigned by the chief librarian and or immediate head. | 1 |
| 23. ACKNOWLEDGMENT AND ACCEPTANCE: | | |
| I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein. | | |
| MAEGANLOU A. ARUTA | | VICENTE A. GILOS |
| Employee's Name, Date and Signature | | Supervisor's Name, Date and Signature |