

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

Pardales Andreli Duatin
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

College Library

4. DEPT./BRANCH/DIVISION
Library, ~~VisCA~~, Leyte

5. WORK STATION/PLACE OF WORK
Library VisCA, Baybay, Leyte

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.: P135,744.00

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION
College Librarian I

9. WORKING PROPOSED TITLE
College Librarian II

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY [] CITY [] PROVINCE []

1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.

Percent of Working Time : DUTIES

50 % : Descriptive cataloging of books & other library materials and classifying them according to the Library of Congress Scheme and to make them accessible to the users

15 % : Accessioning and recording of titles of newly acquired books and other library materials in the accession book

15% : Encoding library books and non-book collection in the computer

5 % : Placing volumes in shelves, shelf reading & maintaining orderliness of specific area assigned

5 % : Searching / checking bibliographic information of book titles selected for purchase against card catalogs to avoid duplication

5 % : Receiving & checking newly arrived books

5 % : Doing other tasks that may be assigned by the chief librarian

100 %

PAID IN FULL

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
College Librarian III

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Coll. Librarian II

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

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

Computer, LCSH cataloging tools, card catalogs, typewriter, shelf list catalogs

18. CONTRACT

Occasional Frequent

General Public	[✓]	[X]
Other Agencies	[X]	[]
Supervisors	[]	[X]
Management	[X]	[✓]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

01-25-2000

Date

[Signature]

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Technical services

22. Describe briefly the general function of the position.

Cataloging/classifying of library materials, encoding of of newly acquired mat. access

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: Bachelor's degree in lib. science

Experience: 1 yr relevant exp.; 4 hrs rel. training

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

Librarians board examinations

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

[Signature]
Rebecca B. Napiere- College Librarian III
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIO CIA P. MILAN

Head of Agency