

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM) COLLEGE LIBRARIAN - I	
2. ITEM NO.: VISCAL-CL1-3-1998		3. SALARY GRADE : 13	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality	<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input checked="" type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE UNIVERSITY LIBRARY	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED P 290,688.00	12. OTHER P 24,224.00 ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR UNIVERSITY LIBRARIAN		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, Typewriter, Ballpen, Puncher, Scissors, etc.			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors Non Supervisors Staff	() () () ()	() () (x) (x)	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
Occasional		Frequent	
() () () ()		() () () ()	
18. WORKING CONDITION			
Office Work Field Work	(x) ()		Other/s (Please Speciy)
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Assists olients' need of all resources at the Circulation unit, answers queries needed by the researchers.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Assists olients' need of all resources at the Circulation unit.			
21. QUALIFICATON STANDARDS			
21a. Education Bachelor of Library & Information Science	21b. Experience	21c. Training	21d. Eligibility License Librarian

21e. CORE COMPETENCIES							Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules							1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.							1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.							1
21f. FUNCTIONAL COMPETENCIES							Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.							1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials							1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work							1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.							1
21g. TECHNICAL COMPETENCIES							Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)							Competency Level
Percentage of Time	(State the duties and responsibilities here)						
30%	1. Supervises daily operations of the Circulation unit.						1
20%	2. Assist clientele in their research, takes charge of the collection of fines and other library fees.						1
15%	3. Assist in Technical Service (encoding of books at the DLM database).						1
10%	4. Keeps statistics of users at the circulation, reserve and Filipiniana units.						1
10%	5. Helps in updating reserve books every start of semester.						1
10%	6. Renders services at designated unit on assigned days.						1
5%	7. Sends recall to staff with overdue books.						1
23. ACKNOWLEDGMENT AND ACCEPTANCE							
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.							
MARIE A. LACAMBRA Employee's Name, Date and Signature				ANDRELI D. PARDALES Supervisor's Name, Date and Signature			