

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div>		<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>COLLEGE LIBRARIAN I</div>																																							
<div>2. ITEM NUMBER</div>		<div>3. SALARY GRADE</div> <div>SG 13, STEP 1</div>																																							
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><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></div>																																									
<div>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</div> <div>STATE UNIVERSITY &amp; COLLEGES</div>		<div>6. BUREAU OR OFFICE</div> <div>VISAYAS STATE UNIVERSITY</div>																																							
<div>7. DEPARTMENT / BRANCH / DIVISION</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																																							
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div>	<div>12. OTHER</div> <div>ACA/PERA P2,000.00</div>																																						
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div>																																							
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr><tr><td>Administrative Aide I</td><td>1</td></tr></table>				POSITION TITLE	ITEM NUMBER	Administrative Aide I	1																																		
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<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>DESKTOP COMPUTER, SCANNER, BARCODE READER, RFID READER, PRINTER, CAMERA, LCD PROJECTOR</div>																																									
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Others (Please Specify):</td><td colspan="2"></td></tr></table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):																
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<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>A Circulation Unit is a unit in the library responsible for managing the lending and return of library materials. It oversees tasks such as checking out and checking in items, collecting fines, and maintaining the organization of the collection.</div>																																									
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>A circulation librarian manages the lending and return of library materials, handles check-outs, check-ins, and fines, and ensures the organization of the collection. He/she assists patrons and plays a crucial role in maintaining efficient circulation services and customer satisfaction.</div>																																									
<div>21. QUALIFICATION STANDARDS</div> <table><tr><td>21a. Education</td><td>21b. Experience</td><td>21c. Training</td><td>21d. Eligibility</td></tr><tr><td>Bachelor of Library and Information Science</td><td>Administrative Aide 1 (COS) - EVSU Main Library</td><td>N/A</td><td>RA 1080 (Registered Librarian) PD 907 (Honor Graduate)</td></tr><tr><td colspan="3">21e. Core Competencies</td><td>Competency Level</td></tr><tr><td colspan="3">1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office</td><td>2</td></tr><tr><td colspan="3">2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction</td><td>2</td></tr><tr><td colspan="3">3. Communication Savy - Effectively delivers messages that simply focus on facts or information;</td><td>2</td></tr><tr><td colspan="3">4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results</td><td>2</td></tr><tr><td colspan="3">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.</td><td>2</td></tr><tr><td colspan="3">6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues</td><td></td></tr></table>						21a. Education	21b. Experience	21c. Training	21d. Eligibility	Bachelor of Library and Information Science	Administrative Aide 1 (COS) - EVSU Main Library	N/A	RA 1080 (Registered Librarian) PD 907 (Honor Graduate)	21e. Core Competencies			Competency Level	1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2	2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2	3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			2	4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2	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 and issues			
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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:)	
50%	1. Supervises daily operations of the frontline services of Circulation Units such as: a. handling the process of lending and returning library materials. b. collecting fines and fees for overdue materials, lost items, or other library services. c. shelving and organizing library materials. d. assisting library users, answering questions related to library policies, and procedures, and locating materials. e. conducting routine inventory checks, identifying missing or damaged items, and coordinating with other library staff to repair or replace materials as needed. f. developing and enforcing circulation policies and procedures to ensure orderly and efficient library operations g. training and supervising library staff or student workers assigned to the circulation desk. h. participating in library outreach activities, such as organizing displays, creating reading lists, or conducting workshops, to promote library resources and services to the community. i. Working with library management systems and circulation software to manage borrower records, track circulation statistics, and generate reports. Troubleshooting technical issues related to circulation services and collaborating with the library's IT personnel when necessary;	1
20%	2. Helps in carrying out Technical Services like digitization, cataloging and classifying books;	1
10%	3. Provides library services on designated days within a flexible work schedule at a specific unit;	1
10%	4. Conducts library instruction and orientation; and	1
10%	5. 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.		
<b>RUVILYN A. IDLISAN</b> Employee's Name, Date and Signature		<b>VICENTE A. GILOS</b> Supervisor's Name, Date and Signature