

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title COLLEGE LIBRARIAN IV	
2. ITEM NUMBER		3. SALARY GRADE	
CL4-1-2001		22	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		LIBRARY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
LIBRARY		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
COLLEGE LIBRARIAN IV		P68,415.00	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
VP for STUDENTS AFFAIRS AND SERVICES		SUC PRESIDENT IV	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
COLLEGE LIBRARIAN II	CL2-1-1998	CL2-2-1998	CL2-3-1998
COLLEGE LIBRARIAN I	CL1-1-1998	CL1-2-1998	CL1-3-1998
ADMINISTRATIVE ASSISTANT I	ADAS1-40-2004		
ADMINISTRATIVE AIDE IV	ADA4-108-2004		
ADMINISTRATIVE AIDE III	ADA3-161-2004	ADA3-193-2004	
ADMINISTRATIVE AIDE I	ADA1-166-2004	ADA1-179-2004	
JOB ORDER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
DESKTOP COMPUTER, PHONE, LAPTOP, BARCODE SCANNER, PRINTER WITH SCANNER AND PHOTOCOPIER			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Support the University's teaching, research and extension functions.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Oversees the daily operation of VSU Libraries, manages a collection of books and other learning media, supervises library staff, library assistants and library volunteers and does various administrative tasks.

21. QUALIFICATION STANDARDS

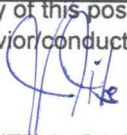
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 4 years	3 years of relevant experience	16 hours of relevant training	Professional Librarian's License
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional 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			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-			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			2
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			2
3. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment			2
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			2
33. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through			2


22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working	(State the duties and responsibilities here:)	Competency Level
25%	1. Manages, organizes, directs and supervises the overall operations of the University library	1
25%	2. Formulates and exercises the executive functions of planning, administration and enforcement of the Library policies	1
15%	3. Reports progress and developments	1
15%	4. Signs standard forms and official papers and documents.	1
15%	5. Participate in library networks for collection development	1
5%	6. Performs other related tasks as maybe assigned from time to	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.


VICENTE A. GILOS 3/1/2021
 Employee's Name, Date and Signature


ALELI A. VILLOCINO 3/1/2021
 Supervisor's Name, Date and Signature