

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION
LIBRARY

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

8. OFFICIAL DESIGNATION OF POSITION
College Librarian I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

Mabuan Jovelyn Henoguin
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

University Library, LSU

5. WORK STATION/PLACE OF WORK

University Library

7a. SALARY P.A.: **P142,044.00**

7b. OTHER COMPENSATION: **PERA/ACA**
P1,000.00

9. WORKING PROPOSED TITLE

College Librarian I

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 attach additional sheets.

Percent of Working Time :


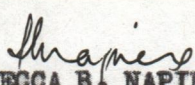
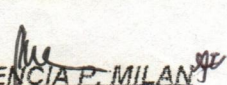
DUTIES

- 25% 1. Takes charge of the General Reference Section.
- 25% 2. Charges/discharges books at the Reserve Section.
- 10% 3. Assists clientele in their research work.
- 10% 4. Keeps records of information/pamphlet files.
- 10% 5. Keeps statistics of users of the Reserve Section.
- 10% 6. Sends reservation slips to faculty & staff for books to be placed at the reserve.
- 5% 7. Sends overdue slips to staff & faculty members.
- 5% 8. Maintains the cleanliness and watering of indoor plants at the Reserve/Reference

Section

100%

vvvvvvv

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">University Librarian</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">University Librarian</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center;">N/A</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">ballpen, scissors, logbook, computer, etc.</div>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Jan. 2, 2006</u> Date </div> <div style="text-align: center;">  JOVELYN H. MABUAN Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Readers' Services</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">Takes charge of the Reference/Reserve Section.</div>																													
23.a 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). <div style="display: flex;"> <div style="flex: 1;"> Education: B.S. Library Science Experience: 2 years </div> <div style="flex: 1; text-align: right; font-size: small;"> 1. Takes charge of the General Reference Section. 2. Changes/drops 3. Assists 4. Keeps records of information 5. Keeps statistics of work of the Reserve Section. 6. Sends reservation slips to faculty & staff for book 7. Sends overdue slips to staff & faculty members. 8. Maintains the cleanliness and water of indoor plants. </div> </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">B.S.L.S. License</div>																													
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25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Jan. 2, 2006</u> Date </div> <div style="text-align: center;">  PACIENCIA P. MILAN Head of Agency </div> </div>																													