

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 <div style="text-align: center; font-weight: bold; padding: 10px;">COLLEGE LIBRARIAN II</div>	
2. ITEM NUMBER <div style="text-align: center; padding: 10px;">VISCAB-CL2- 2-1998</div>		3. SALARY GRADE <div style="text-align: center; padding: 10px;">15</div>	
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	
UNIVERSITY LIBRARY		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		P29,010.00	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
CHIEF LIBRARIAN		VICE PRESIDENT FOR INSTRUCTION	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
DESKTOP COMPUTER, PRINTER/SCANNER, DESTINY LIBRARY MANAGER (DLM) SOFTWARE, ACCESSION BOOKS, RFID SCANNER, CATALOGING TOOLS, BARCODE READER, BALLPEN			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional		Frequent	Occasional
Frequent			Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
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			
Facilitates access to information, library materials and services to Visayas State University community through a common endeavour to acquire, process, serve and preserve library resources			

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

Acquisition of library resources, classifying, cataloguing and encoding them into DLM for easy access to library usersmessage requests for the office

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1 year of relevant experience	4 hours of relevant training	RA 1080

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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results
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.
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems

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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
2. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.
3. 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.
4. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.

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22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**Competency Level**

Percentage of Working Time	(State the duties and responsibilities here:)	
25%	1. Supervises the staff and operation of the Technical Services Unit	1
25%	2. Processes new acquisitions, catalogs and classifies books and other library materials	1
25%	3 Reviews and edits bibliographic entries in the computer database and prepares and updates bibliographies	1
10%	4 Renders services at designated unit on assigned days and performs other tasks as assigned by the Chief Librarian	1
10%	5 Takes charge of the Library Newsletter	1
5%	6 Maintains and inventories assigned book shelves	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.


GERALDINE T. BARO

Employee's Name, Date and Signature


ANDRELI D. PARDALES

Supervisor's Name, Date and Signature