

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		<b>GILOS , VICENTE AGUILAR</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION <b>UNIVERSITY LIBRARY</b>		5. WORK STATION/PLACE OF WORK <b>VSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>VISCAB-CL2-1-1998</b>	7a. SALARY P.A.: <b>P 193,116.00</b> 7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>COLLEGE LIBRARIAN I</b>		9. WORKING PROPOSED TITLE <b>COLLEGE LIBRARIAN II</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION		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 : <b>DUTIES</b>			
15 Does the planning, organizing & supervising the daily operation of the Filipiniana Unit and 3 other Reader Services Units. 5 Hires, trains and supervises student assistants. 10 Provides reference services or engaging reference processes, ie.: answering & assisting research, search, ready reference and directional queries of Library clientele. 3 Collects/files Viscaiana materials. 15 Catalogs and classifies theses and other Viscaiana materials. 6 Indexes ATR & other Viscaiana Collection articles for Web-Agris database. Performs circulation procedures, ie.: 15 a. Charging and discharging books 10 b. Filing and withdrawing book cards 5 c. Recording daily statistics 3 d. Changing date due slips 5 Shelves books in assigned area 3 Selects/prepares books for repair/binding. 6 Does the inventory of books. Conducts orientation.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

University Librarian

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Librarian II

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles)

Karina Immaculada Apale, College Librarian I; Jovelyn H. Mabuan, College Librarian I; Eva S. Subere, Administrative Asst. II; & Ma. Agnes P. Hermano, Administrative Aide III

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Books, Pen, Pencil and Papers

18. CONTACT

Occasional

Frequent

General Public

[ ]

[X]

Other Agencies

[X]

[ ]

Supervisors

[X]

[ ]

Management

[X]

[ ]

Others (Specify)

[ ]

[ ]

19. WORKING CONDITION

Normal Working Condition

[X]

Field work

[ ]

Field Trips

[ ]

Exposed to Varied Weather

[ ]

Other's (Specify)

[ ]

20. I CERTIFY that the above answers are accurate and complete.

July 22, 2009  
Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section. Readers' Services Section oversees the operation of all the programs, services and facilities that concern the information needs of VSU students, faculty & other stakeholder.

22. Describe briefly the general function of the position.

Reader Services Librarian manages all readers services, including reference and research services, circulation, determines and execute reader services policies and priorities and develops strategies for the provision of services.

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).

Education: Master of Science in Library Science

Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.

23b. Licenses or certificates required to do this work, if any.

PRC Librarians' License

24. I HEREBY CERTIFY that the above answers are accurate and complete.

July 22, 2009  
Date

REBECCA B. NAPIERE  
UNIVERSITY LIBRARIAN

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSNO  
Head of Agency