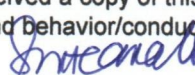
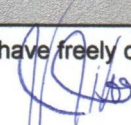


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>COLLEGE LIBRAIAN II</div>																																
<div>2. ITEM NUMBER</div>			<div>3. SALARY GRADE</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>VISAYAS STATE UNIVERSITY</div>			<div>6. BUREAU OR OFFICE</div> <div>OFFICE of the CHIEF LIBRARIAN</div>																																
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>UNIVERSITY LIBRARY</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 COMPENSATION</div>																															
				ACA/PERA P2,000.00																															
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>CHIEF LIBRARIAN</div>			<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>VP FOR STUDENTS AFFAIRS AND SERVICES</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>COLLEGE LIBRARIAN I</td><td></td></tr></table>						POSITION TITLE	ITEM NUMBER	COLLEGE LIBRARIAN I																											
POSITION TITLE	ITEM NUMBER																																		
COLLEGE LIBRARIAN I																																			
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>Desktop Computer, Laptop, Printer/Scanner, Journals, DLM Software, Ballpen</div>																																			
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td><div>17a. Internal</div></td><td><div>Occasional</div></td><td><div>Frequent</div></td><td><div>17b. External</div></td><td><div>Occasional</div></td><td><div>Frequent</div></td></tr><tr><td>Executive / Managerial</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>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>Non-Supervisors</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Others (Please Specify):</td><td></td><td></td></tr><tr><td>Staff</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></table>						<div>17a. Internal</div>	<div>Occasional</div>	<div>Frequent</div>	<div>17b. External</div>	<div>Occasional</div>	<div>Frequent</div>	Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<div>17a. Internal</div>	<div>Occasional</div>	<div>Frequent</div>	<div>17b. External</div>	<div>Occasional</div>	<div>Frequent</div>																														
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																														
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>																														
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):																																
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																	
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Utility Works)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>FRONTLINE SERVICES</td></tr></table>						Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Utility Works)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>	FRONTLINE SERVICES																						
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Utility Works)																																
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	FRONTLINE SERVICES																																
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Provides support services to the University teaching, research and estension functions.</div>																																			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Supervises the staff and operation of all Readers' Services units, and provides Reader's Services, Filipiniana, and Computer Literature Services units.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree in Library and Information Science	None Required	None Required	PRC License for Librarian
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			2
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. 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
3. Process Management - Develops, fomulates 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 egfgetively and efficiently, adopt measures to drive compliance, be proactive in respondint toi oopportunities for improving/ streamlining based on experience, feedback, emerging technologies and new direction.			3
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.			3
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 foals and objectives			3
6. Facilitation - Guides the exchange or information and ideas in an interactive session designed to meet defined objectives			3
7. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
30%	1. Supervises the staff and operation of Readers' Services Section and its units .		1
20%	2. Provides Readers' Services		1
	<i>Performs the duty of a Serials Librarian like:</i>		
25%	4. Monitors and maitains records of subscriptions and processes gift and exchange publications;		1
10%	5. Facilitates payments and renewal of subscriptions;		1
10%	6. Maintains and inventories serials collection;		1
5%	7. Performs other related tasks as maybe assigned from time to time.		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.			
 SHEIRA MAY T. CAMACHO 01/24/2022 Employee's Name, Date and Signature		 VICENTE A. GILOS Supervisor's Name, Date and Signature	