ANNOUNCEMENT OF VACANCY (Republication)

Position: Instructor I
Unit: BUCBEM
Item No. BUB-INST1-11-1998
Salary Grade: 12

JOB DESCRIPTION:

1. To teach major and specialization subjects/courses in the BSBA Financial Management program under the BUCBEM Department of Accountancy;
2. To perform academic-related functions, duties and responsibilities;
3. To conduct research relevant to the field of specialization and in accordance with the approved BSBA FM research agenda/thematic areas;
4. To render extension services relevant to the field of specialization of the BSBA FM program; and
5. To perform other related tasks that may be given from time to time.

JOB REQUIREMENTS:

Education: Graduate of BSBA major in Financial Management or any business-related course; With appropriate/relevant Master's Degree (business-related) (CMO 39 s. 2006)
Experience: College Teaching or Industry experience
Eligibility: Preferably have obtained units in Methods of Teaching
Training: Attendance to training programs and seminars relevant to field of specialization
Others: Physically and psychologically fit
        Computer Literate
        With good oral and written communication skills
        Must meet PASUC points for the position

ARNULFIO M. MASCARIÑAS, Ph. D.
SIE President IV

Interested persons may submit their application letter together with the necessary supporting credentials such as Certificate of Eligibility, Certification/s of Work Experience from previous employer/s, Certificate of Trainings, Official Transcript of Record, Diploma and a self-addressed stamped envelope to the Office of the President, Bicol University, Legazpi City.

Date of Publication: OCT 24 2016
Deadline of Submission of Application: NOV 02 2016

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ANNOUNCEMENT OF VACANCY (Republication)

Position: College Librarian III
Unit: Auxiliary Services

JOB DESCRIPTIONS:
1. Assign to take charge of a unit library, its accountabilities and responsibilities.
2. Operate and train staff and students in the use of automated library system.
3. Plan, coordinate, organize, and evaluates library programs.
4. Prepares reports, initiate research proposals and related documents for the library system.
5. Assist in the organization and planning of seminars, training programs and other formal instructional programs.
6. Prepares bibliographies, research guides, annotated references lists and other bibliographic aids and instructional materials.
7. Maintain awareness of current developments in the field of librarianship and library technology.
8. Coordinate with Deans/Directors/Library Committee/Faculty Members regarding selection and acquisitions of library materials.
9. Implement fully the different services of the library, i.e. Readers, Technical and Administrative.
10. Perform other related tasks that may be assigned by the University Librarian from time to time.

JOB REQUIREMENTS:

Education: Bachelor’s Degree in Library Science or Information Science or any Bachelor’s degree with at least 12 units in Library Science and with Master of Science in Library Science (MSLS)
Experience: 3 years of relevant experience
Eligibility: RA 1080 (Professional Licensed Librarian)
Training: 16 hours of relevant training
Others: Computer literate Proficient in oral and written communication

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Date of Publication: OCT 24 2016
Deadline of Submission of Application: NOV 02 2016

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BU-F-HRMO-12
Effectivity: June 1, 2010
Revision: 0
ANNOUNCEMENT OF VACANCY (Republication)

Position: College Librarian II
Unit: Auxiliary Services

Item No. Anticipated Vacancy
(Residual to BUB-CL3-1-1998)
Salary Grade: 15

JOB DESCRIPTION:

Under the general supervision of the University Librarian, the librarian shall have the duties and responsibilities to include but not limited to the following:

1. Carry out the reader’s services and technical functions of the library;
2. Prepares plans, reports and budgets for areas of responsibility, review and monitor budget and their reports and analysis as required;
3. Provides reference duties such as responding to public inquiries, conducting searches of library and internet resources and providing information and other patron services;
4. Coordinates and performs collection development duties such as reading reviews, catalogs, checking internet services, reviewing of patron requests, performing order, billing approval and editing catalog records;
5. Develops library proposals and programs. Work with schools and agencies to plan and implement programs; and
6. Performs other related tasks that may be assigned from time to time.

JOB REQUIREMENTS:

Education: Bachelor's Degree in Library Science or Information Science or any Bachelor's Degree with at least 12 units in Library Science and with units in Master of Science in Library Science (MSLS)
Experience: 2 years of relevant experience
Eligibility: RA1080 (Professional Licensed Librarian)
Training: 8 hours of relevant training

Interested persons may submit their application letter together with the necessary supporting credentials such as Certificate of Eligibility, Certification/s of Work Experience from previous employer/s, Certificate of Trainings, Official Transcript of Record, Diploma and a self-addressed stamped envelope to the Office of the President, Bicol University, Legazpi City.

Date of Publication: Oct 24, 2016
Deadline of Submission of Application: Nov 2, 2016

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ANNOUNCEMENT OF VACANCY (Republication)

Position: College Librarian
Unit: Auxiliary Services

Item No.: Anticipated Vacancy (Residual to BUB-CL3-1-1998)
Salary Grade: 13

JOB DESCRIPTION:
Under the general supervision of the University Librarian, the librarian shall have the duties and responsibilities to include but not limited to the following:

1. Carry out the reader’s services and technical functions of the library;
2. Provides library service to the academic community including suggested search strategies and guidance in the use of electronic, web-based and print resources;
3. Provides bibliographic instruction in an academic environment and library orientation presentations;
4. Maintains current knowledge in instructional methods and new technologies pertinent to the sections (circuit/technical) of assignments, learns and applies emerging technologies and advances (e.g. computer software application) as necessary to perform duties in an efficient, organized and timely manner;
5. Participates in collection development, retention, discarding or special handling of library materials;
6. Participates in compiling of library activities, reports, statistics, etc. and
7. Perform other related tasks that may be assigned from time to time.

JOB REQUIREMENTS:

Education: Bachelor’s Degree in Library Science or Information Science or any Bachelor’s degree with at least 12 units in Library Science
Experience: 1 year relevant experience
Eligibility: RA1080 (Professional Licensed Librarian)
Training: 4 hours of relevant training

ARNULFO M. MASCARIÑAS, Ph.D.
SUJ President

Interested persons may submit their application letter together with the necessary supporting credentials such as Certificate of Eligibility, Certification/s of Work Experience from previous employer/s, Certificate of Trainings, Official Transcript of Record, Diploma and a self-addressed stamped envelope to the Office of the President, Bicol University, Legazpi City.

Date of Publication: OCT 24 2016
Deadline of Submission of Application: NOV 02 2016

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ANNOUNCEMENT OF VACANCY (Republication)

Position: Librarian I
Unit: Auxiliary Services

Item No.: Anticipated Vacancy
(Residual to BUB-CL3-1-1998)
Salary Grade: 11

JOB DESCRIPTION:

Under the general supervision of the University Librarian, the librarian shall have the duties and responsibilities to include but not limited to the following:

1. Carry out the reader's services and technical functions of the library;
2. Charges and discharges books, registers new library users, maintains the registration files, reserve book program and statistics;
3. Prepares bibliographies and book lists of new materials for library displays and programs;
4. Performs reference and readers' advisory work for patrons and assists them in locating materials and responds to reference queries;
5. Enters data and prepares new book for circulation, maintains records and data to report activities; and
6. Perform other related tasks that may be assigned from time to time.

JOB REQUIREMENTS:

Education: Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science
Experience: None required
Eligibility: RA1080 (Professional Licensed Librarian)
Training: None required

ARNULFLO MASCARIÑAS, Ph.D.
SUC President IV

Interested persons may submit their application letter together with the necessary supporting credentials such as Certificate of Eligibility, Certification/s of Work Experience from previous employer/s, Certificate of Trainings, Official Transcript of Record, Diploma and a self-addressed stamped envelope to the Office of the President, Bicol University, Legazpi City.

Date of Publication: OCT 24, 2016
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BU-P-HRMD-13
Effective: June 1, 2010