

Republic of the Philippines  
**BICOL UNIVERSITY**  
 Legazpi City

**ANNOUNCEMENT OF VACANCY**

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
COLLEGE LIBRARIAN II BUB-CL2-6-1998	BU Auxiliary Services	15	<p>Under the supervision of the University Librarian, the Librarian shall have the duties and responsibilities to include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Carry out the reader's services and technical functions of the library;</li> <li>2. Prepare plans, reports and budgets for areas of responsibility, review and monitor budget and their reports and analysis as required;</li> <li>3. Provides reference duties such as responding to public inquiries, conducting searches of library and internet resources and providing information and other patron services;</li> <li>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;</li> <li>5. Develops library proposals and programs. Work with schools and agencies to plan and implement programs; and</li> <li>6. Performs other related tasks that may be assigned from time to time.</li> </ol>	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	RA1080	

**Brief description of the General Functions of the Position**

**Required Competencies:**

Core Competencies

Exemplifying /Demonstrating Integrity – Basic  
 Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Basic

Leadership Competencies

Thinking Strategically – Basic  
 Leading Change - Basic  
 Creating and Nurturing High Performing Organization – Basic

Functional Competencies

Service Delivery – Intermediate  
 Attention to Detail – Intermediate  
 Professionalism – Intermediate  
 Records Management – Intermediate

Organizational Competencies

Planning and Delivering – Basic  
 Demonstrating Personal Effectiveness – Basic  
 Championing and Applying Innovation - Basic

**ARNULFO M. MASCARIÑAS**  
 SUC President IV

Interested and qualified applicants should signify interest in writing attached with the following supporting documents and a self-addressed stamped envelope to the address below.

**DR. ARNULFO M. MASCARIÑAS**  
 SUC President IV  
 2/F General Administration and Support Services Bldg.,  
 Main Campus, Bicol University, Legazpi City

Documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture; (CS Form 212 revised 2017) which can be downloaded at the <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )	3. Photocopy of Diploma and Transcript of Records;
2. Photocopy of Certificate of Eligibility/License;	4. Photocopy of training certificates; and
	5. Photocopy of certificate of Employment from previous employment.

**APPLICATION WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.**

*"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law."*

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Deadline of Submission of Applications: SEP 26 2022

Copy Furnished for Publication:

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BUCAL	_____	BUCE	_____	BUCAF	_____	CSSP	_____	EMD	_____	BUCM	_____
BUCN	_____	BUCS	_____	BUTC	_____	CIT	_____	RDMD	_____	BUIDeA	_____
BUOU	_____	BUJMRIGD	_____								