



NOTICE OF JOB VACANCY

Position Title: **Librarian I**, Salary Grade: **11**

Item No.: PSHSB-LIB1-6-2001 (Substitute for 1 year) Salary: **20,754.00**

Place of Assignment: **PSHS–Central Mindanao Campus, Nangka, Balo-i, Lanao del Norte**

Minimum Qualifications:

- Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science
- RA 1080
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime

Job Functions:

Circulation/Reference Services:

- Search reference materials, including on-line sources and the internet in order to answer patron's reference queries.
- Analyze search queries to determine the needed information and assist in furnishing or locating that information.
- Give orientation to patrons on how to locate for information or a material with the use of a catalog.
- Check books in and out of the library.
- Distribute textbooks to all scholars and retrieve it every end of school year.
- Shelving and shelf reading of books.

Technical Services:

- Keep records of circulation and materials.
- Make request of books needed by the scholars and teachers.
- Gather list of titles of books and periodicals for purchase.
- Organize materials that involve technical processes like accessioning, cataloging and classification for easy location.
- Do mechanical works to conserve library materials through labeling and covering.
- Upkeep library materials through simple repair, cover and binding.
- Check shelf list cards with thorough checking for possible multiple copies.
- Making the actual statistics on door count and circulation procedures of the library in a monthly basis.
- Provide photocopy of selected journals and other items on suitable requests.
- Encoding and filing of card catalogs for public use.
- Arrange special places for keeping journals and other periodical items.
- Grant photocopy of preferred journals and other items on relevant requests.
- Process and maintain magazine and newspaper collections as they arrive.
- Prepare, track and process items for bindery shipment.



Qualified applicants should submit their: (1) Application Letter; (2) Comprehensive Resume (use/fill out the CSC Form 212, Revised 2017 that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate); (3) Copy of Official Transcript of Records; (4) Authenticated Certificate of Eligibility or Board Results; (5) Certificates of training and previous employment **not later than June 24, 2019**, personally, via e-mail or through postal service. **Please send your application to the address below.**

FRANKLIN L. SALISID (sgd.)

OIC, Campus Director

Philippine Science High School-Central Mindanao Campus

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