

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : School Librarian I
FORMER : Noelle Anne G. Rosales
INCUMBENT
ITEM NUMBER : TESDAB-SL1-141-2017
OFFICE : Torrijos Poblacion School of Arts and Trades (TPSAT)
MONTHLY BASIC SALARY : (SG-11) (Php 27,000.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (20%) Manages the operation of the school library;
- (20%) Conducts physical inventory of the school library;
- (20%) Classify library holdings;
- (20%) Maintains library facilities ,online programs and documentation system ;
- (20%) Performs other related functions as instructed by the immediate supervisor.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 (Librarian)

SPECIAL QUALIFICATIONS:

- Proficiency in office software and other software tools
- Good in oral and written communication
- Proficiency in Online Programs and Documentation System

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Implement quality standards and procedures
- Promote programs and services
- Manage the operation of the library
- Conduct physical inventory of library holdings
- Classify library holdings
- Upgrade library holdings
- Maintain library facilities

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **March 17, 2024:**

- Letter of Application addressed to **Regional Director ANGELINA M. CARREON**, specifying the position and office applying for;
 - Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
 - Performance Rating in the last rating period CY 2023 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2023 and July to December
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2022 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;

- Authenticated PRC License (Librarian);
- Authenticated copy of transcript of records/diploma;
- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- For government employees only: a copy of previous appointment and Service Record;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY); and
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peer, Subordinates (if applicable) and Clients (if applicable);

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.


VANESSA JANE D. ACEVEDA
Chief Administrative Officer
TESDA MIMAROPA

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