TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Tawiran, Calapan City, Oriental Mindoro

JOB OPENING

POSITION	:	School Librarian I		
FORMER INCUMBENT	:	Noelle Ann G. Rosales		
ITEM NUMBER	:	TESDAB-SL1-141-2017		
OFFICE	:	Torrijos Poblacion School of Arts and Trades (TPSAT), R4B		
SALARY	:	SG-11 (PhP 31,705.00)	**PERA:**	2,000.00
			RATA:	N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Leads in the planning and implementation of activities and service concerns of the Library;
- Establishes library systems and procedures to ensure that collecting, storing, organizing, retrieval and the availability of information sources are provided to the information users;
- Facilitates library utilization;
- Initiates establishment and expansion of library services in the school;
- Maintains an inventory of books, magazines and other library subscriptions and holdings;
- Enforces rules and regulations and maintains discipline in the library;
- Maintains library facilities;
- Assists library users in the utilization of card catalogue, internet access and surfing;
- Maintains and develops library collections;
- Prepares listing of library materials;
- Links and networks with institutions for acquisition of educational materials through forging agreements to widen the accessibility of library users to learning resource materials;
- Conduct research studies and utilizes research findings;
- Maintains and files documents and records by sorting/labelling the documents to facilitate easy and quick retrieval of documents/records when needed;
- Prepares various communications, documentation, memoranda, bulletin, periodic reports, technical and other research related data by providing significant and reliable information in order to convey the purpose and objective of the information to concerned recipients;
- Performs other related tasks that may be assigned from time to time.

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:

- Advance oral and written communication skills;
- Computer and digital literacy, especially in MS Office Applications;
- Good moral character and work ethics;
- Able to work under pressure with minimum supervision;
- Good Interpersonal Working Relationship in a team environment

CORE COMPETENCIES:

- Exemplify integrity (Influences others to consistently adhere to the policies, rules and regulations).
- Deliver service excellence (Delivers and adds value to customers' standards and requirements).
- Solve problems and making decisions (Solves/addresses general workplace problems).
- Work effectively in TVET environment (Works within the training organization's quality framework).

All interested applicants must submit their application to: http://tiny.cc/tesdaregion4brecruitment not later than March 22, 2026:

- Intent letter addressed to **Regional Director Baron Jose L. Lagran**, indicating the position, office, where the vacancy exists and its item number;
- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2025) (printed in legal size paper) subscribed and sworn to with accomplished Work Experience Sheet (attachment to CSC Form 212, Revised 2025 can be downloaded at the CSC website);
- Service Records for *TESDA applicants or applicants from other government agencies* OR *Certificate/s of Employment for outside applicants*;
- List of training programs attended indicating the no. of training hours together with the certified photocopies of training certificates (for first and second level positions;
- Performance Evaluation System (PES) Ratings for Calendar Year 2024 for outside applicants OR Individual Performance Commitment Review (IPCR) ratings for January to June 2025 and July to December 2025 (with at least Very Satisfactory Rating) *for TESDA applicants or applicants from other government agencies*;
- Copy of previous appointment *for TESDA applicants or applicants from other government agencies;*
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peers, Subordinates (if applicable) and Clients (if applicable).
- Certified true copy of transcript of records/diploma;
- Authenticated copy/Photocopy/Scanned copy of Eligibility by CSC or PRC; and
- Awards related to Performance (proof of evidences in the form of citation, medal, plaque, for awards/rewards received) if applicable

"TESDA, as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however, that they meet the minimum requirements of the position to be filled."

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
TASD Chief
TESDA MIMAROPA

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