



**BENGUET STATE UNIVERSITY**  
HUMAN RESOURCE MANAGEMENT OFFICE

**We Are HIRING!**

**SCHOOL LIBRARIAN II**  
**BOKOD CAMPUS**

FOR ONLINE APPLICATION PLEASE SCAN THE  
QR CODE OR VISIT THE LINK BELOW FOR  
FUTURE JOB OPPORTUNITIES

<https://bsu.edu.ph/job-opportunities/>

**Application Period:**

**Apply Now!**

Until March 20, 2026

Until 5 PM Only!





# BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

## SCHOOL LIBRARIAN II

**STATUS: PLANTILLA**

**MONTHLY RATE:  
PHP 36,125/MONTH**

**PLANTILLA ITEM NO.: BSUB-SL3-1-2002**

## Minimum Qualification Standards:



### **EDUCATION (Graduate of:)**

Bachelor of Library Science  
or Information Science or  
any Bachelor's Degree major  
in Library Science or  
Information Science



### **EXPERIENCE:**

2 years of relevant  
experience



### **TRAINING:**

8 hours of relevant  
training



### **ELIGIBILITY:**

RA 1080 (Librarian)



# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

### DUTIES AND RESPONSIBILITIES

- 60%**
- Provide strategic direction aligned with the university's vision and mission.
  - Develop and implement library policies, standards, and operational procedures.
  - Prepare and manage the library's annual budget and procurement plans, including IT infrastructure and digital resource subscription.
  - Manage the circulation, borrowing, and return of materials, and maintain an organized and welcoming library environment.
  - Oversee cataloging, metadata standards, and classification systems.
  - Acquire, evaluate, and manage print books/ journals, online databases, online platforms, and infrastructure planning.
  - Negotiate licenses and subscriptions for electronic resources.



# BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

## DUTIES AND RESPONSIBILITIES

- Implement and maintain digital archiving systems, cloud-based library services, and data back-up and cybersecurity protocols.
- Conduct regular inventory, assessment, and weeding of outdated materials.



# BENGUET STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT OFFICE

### DUTIES AND RESPONSIBILITIES

- 30%**
  - Coordinate with the University's IT department system upgrade, troubleshooting, and infrastructure planning.
  - Participate in professional associations and conferences, and attend relevant seminars/training to stay updated in library science and information technology.
  - Lead accreditation compliance efforts and prepare required institutional and regulatory reports.
  
- 10%**
  - Performs other related functions as may be assigned by the immediate supervisor or other proper authorities.
  - Participate in campus activities, programs, and meetings.



# **BENGUET STATE UNIVERSITY**

**HUMAN RESOURCE MANAGEMENT OFFICE**

## **EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE**

- **ALL QUALIFIED APPLICANTS WILL RECEIVE EQUAL CONSIDERATION FOR EMPLOYMENT AND ADMISSIONS WITHOUT REGARD TO COLOR, RELIGION, SEX, GENDER IDENTITY OR EXPRESSIONS, ETHNICITY, AGE, PHYSICAL CONDITIONS, AND ANY OTHER CHARACTERISTICS PROTECTED BY THE LAW**

## **DATA PRIVACY NOTICE**

- **YOUR PERSONAL DATA SHALL BE PROCESSED IN ORDER TO INITIATE THE APPLICATION PROCESS. WHEN YOU ARE NOT HIRED, YOUR PERSONAL DATA SHALL BE REMOVED FROM THE RECORDS OF THE UNIVERSITY AND ALL DOCUMENTS RETURNED TO YOU AS PROVIDED FOR BY THE UNIVERSITY'S MERIT SELECTION PLAN. THESE MAY BE RETAINED FOR FUTURE SELECTION PROCESSES ONLY UPON YOUR WRITTEN CONSENT**



# BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

## CHECKLIST OF APPLICATION REQUIREMENTS

1. APPLICATION LETTER ADDRESSED TO THE UNIVERSITY PRESIDENT, KENNETH ALIP LARUAN(SPECIFYING THE POSITION APPLIED FOR AND ITS ITEM NUMBER IF APPLICABLE, AND DATE OF PUBLICATION)
2. FULLY ACCOMPLISHED PERSONAL DATA SHEET (PDS), INCLUDING THE WORK EXPERIENCE SHEET (CS FORM NO. 212 ATTACHMENT FORM) WITH RECENT PASSPORT-SIZED PICTURE WITH NAME AND SIGNATURE (CS FORM NO. 212, SERIES OF 2017) WHICH CAN BE DOWNLOADED AT [WWW.CSC.GOV.PH](http://WWW.CSC.GOV.PH)
3. PHOTOCOPY OF OTR OR CERTIFICATION OF GRADES WITH THE TOTAL UNITS REQUIRED FOR THE DEGREE (BASIS IN THE DETERMINATION OF UNITS EARNED)
4. PHOTOCOPY OF EMPLOYMENT CERTIFICATE /SERVICE RECORD
5. PHOTOCOPY OF REQUIRED ELIGIBILITY OR PROFESSIONAL LICENSE
6. PHOTOCOPY OF TRAINING CERTIFICATES AFTER GRADUATION, WITHIN THE LAST FIVE (5) YEARS
7. CERTIFIED PHOTOCOPY OF PERFORMANCE EVALUATION RATING IN THE LAST RATING PERIOD (IF APPLICABLE)
8. PHOTOCOPY OF COMMENDATION OR AWARD CERTIFICATES

## ADVISORY TO ALL APPLICANTS

**KINDLY ARRANGE YOUR APPLICATION DOCUMENTS AS TO THE CHECKLIST LISTED**

**PLEASE PREPARE 1 SET OF PHOTOCOPIED APPLICATION DOCUMENTS**

**Please be advised that submitted/accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.**

**The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.**

**For information of all concerned.**