



WORKFORCE PUBLICATION FORM

Date of Posting: January 14, 2020

The Local Government Academy is in need of **One (1) Library Assistant** to be assigned at the **Research and Policy Development Division (RPDD)**.

SCOPE OF WORK
<ul style="list-style-type: none">Under the overall supervision of the RPDD Chief and under the direct supervision of the Information Management Unit (IMU) head, the main responsibility of the successful candidate is to provide technical and front liner support to the Library Services.
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">Assist in selecting, acquiring, cataloguing, classifying, circulating and maintaining and upgrading library materials focused on specific subjectsAssist library patrons in providing information needsAssist in implementing library quality standards and proceduresAssist in conducting physical inventory of library holdingsPerform other functions as may be required
ENGAGEMENT OF SERVICES
<p>The Library Assistant shall be under Contract of Service with a duration of (6) months and renewable subject to the assessment or evaluation and available of funds.</p> <p>The engagement of the Library Assistant is full-time with a monthly salary of Twenty Five Thousand Two Hundred Thirty Pesos (P25, 230.00) inclusive of tax to be paid bi-monthly.</p>
EDUCATION
<ul style="list-style-type: none">Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science.
SKILLS
<ul style="list-style-type: none">Research skills specifically in local governanceHave detailed specialist subject knowledgeComputer, database and internet literacyStrong interpersonal skillsOral and written communication skillsCritical thinking skills
<u>Personal Qualities</u>
<ul style="list-style-type: none">Excellent attention-to-detailResourceful, Innovative and pro-activeAbility to multitask and prioritize daily workloadAble to exhibit a high level of confidentialityFlexible and adaptable to organizational structure and cultureMust be willing to work overtime
TRAINING
<ul style="list-style-type: none">With or without training

EXPERIENCE
<ul style="list-style-type: none"> • With or without experience
ELIGIBILITY
<ul style="list-style-type: none"> • With or without Librarian License

Interested Applicants may visit or send application forms and required credentials to:

THELMA T. VECINA, CESO IV
Executive Director
 DILG-Local Government Academy
 8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through: **VEA LIANNE M. RAMOS**
 OIC HRMO

Email: lgahrmu@gmail.com

Application Requirements:

- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

Deadline of Application: January 24, 2020

Prepared by:



BERNALYN A. BANSALES
 Administrative Assistant
 Date:

Approved for posting:



GENEDINE A. EVANGELISTA
 Chief, AFMD
 Date:

WEB POSTING CONFIRMATION SLIP	
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