

**Republic of the Philippines**  
**UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY**  
**Publication of Vacant Positions**

BVP No. 2026-005

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Minimum Qualification Standards			Place of Assignment
					Education	Experience	Eligibility	
1	College Librarian I	PS Lumpsum	13	36,125	BLS/BSLS or BSE/BA with a major/specialization in Library Science or Information Science/Management	2 years of experience in library/information work	RA 1080 (Librarian)	University Library, Los Banos, Laguna
<i>*** Nothing Follows***</i>								

**Duties and Responsibilities**

- Performs technical services functions involving collection development, cataloging, preservation, inventory management, and library automation.
- Provides user education and library services, including circulation, reference assistance, borrower registration, orientation, and document delivery service.
- Performs library-related administrative functions including planning and supervision, library records and information management, and maintenance of library and archives facilities.
- Performs archival functions by assisting in the acquisition, appraisal, arrangement, description, conservation, and promotion of archival materials

**Interested and qualified applicants** should signify their interest in writing. Submit the following documents together with the application letter thru

<https://url.upou.edu.ph/hrapplication> not later than **Friday, 20 March, 2026**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) and Work Experience Sheet (Attachment to CS Form 212, Revised 2025) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) or <http://hrdo.upou.edu.ph> --> Forms for Applicants
2. Performance rating **in the last rating period**;
3. Photocopy of certificate of eligibility/rating/license, if any; and
4. Photocopy of Transcript of Records.
5. Signed Data Privacy Notice for Applicants which can be downloaded from <http://hrdo.upou.edu.ph> --> Forms for Applicants

**(SGD) MICHAEL P. LAGAYA**

Chief AO, HRDO

UPOU Bldg., Los Banos, Laguna

03/10/2026

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**