

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

BVP No. 2026-006

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Minimum Qualification Standards			Place of Assignment
					Education	Experience	Eligibility	
1	Librarian I	UPSB-LIB1-79-1998	11	31,705	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	none required	RA 1080 (Librarian)	University Library, Los Banos, Laguna
<i>*** Nothing Follows***</i>								

**Duties and Responsibilities**

- Collection Development: Assists in acquiring, tacking, and managing library materials, including purchases, serials, and gifts/exchanges.
- Stack Maintenance and Preservation: Maintains, organizes, and preserves library materials, including shelving, inventory, and recording lost or discarded items.
- Cataloging: Classifies and catalogs print and non-print materials, including encoding bibliographic entries and searching online bibliographic databases.
- Indexing, Abstracting, and Annotating: Creates indexes, abstracts, and annotations for print and non-print materials.
- Automation: Supports library automation by assisting in training on computer technology and converting records between formats.
- Circulation Services: Manages lending and access to library collections, borrower registration, inter-library loans, statistics, and use of AV materials and facilities.
- Reference Services: Assists users with queries, research, and library resources, provides orientations, current awareness, document delivery, and prepares exhibits and bibliographies.
- Administrative and Financial Management: Oversees library operations including collecting and remitting fees, supervising and training student assistants, managing records and communications, and handling procurement, inventory, distribution of supplies and equipment, and building maintenance.
- Archival and Professional Services: Assists in acquiring, appraising, arranging, describing, conserving, and promoting archival materials, including organizing exhibits and other professional tasks.

**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.**