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

BVP No. 2026-013

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 (Contractual)	13	36,125	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	2 years of experience in library/information work	RA 1080 (Librarian)	University Library, Los Banos, Laguna
	*** *Nothing Follows***							

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 **Monday, 19 October, 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 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
10/07/2026

Note : UP Open University adheres to the Equal Employment Opportunity Principle (EEOP). There shall be equal opportinity for men and women at all level of positions in UP OU, provided they meet the minimum requirments of the position to be filled. There shall be no discremination in the selection of employees on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, polital affliliation or other similar factor/personal circumstances which run counter to the principles of merit and fitness for the job and equal opportunity.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.