



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
 Andrews Campus, Caritan Sur, Tuguegarao City
UNIVERSITY LIBRARY

CEM M. GONZALES
M.A.
Fr. Aquino

November 19, 2019

Ref. No. LIB-5144-IC-2019-11-01

DR. URDUJAH A. TEJADA, CESO II
 University President
 This University

THRU: **FR. RANHILIO C. AQUINO, JD, SJD**
 Vice President for Administration and Finance

Dear Madam:

In response to the note/recommendation of the Administration, herein attached, re: Hiring of Contract of Service (COS) Registered Librarians (RLs), respectfully providing you the list of the needed RLs in the University Library, to wit:

Position	General Statement of Duties and Responsibilities
Technical Librarian (Cataloger)	This position is responsible for managing the catalog of all materials in the library. Classifies and inputs bibliographic data into the Integrated Library System for easy access and retrieval.
Periodicals Librarian	The Periodicals Librarian is primarily responsible for managing the library's periodical collection. The duties may include, but are not limited to, establishing, maintaining and promoting subscriptions to periodicals in print and electronic formats.
Reference Librarian	Responsible for identifying and interpreting users' needs; providing reference, readers' advisory, online resources, database and referral services to Library patrons directly; and assisting patrons in reference selection.
Circulation Librarian	Responsible in managing the interlibrary loan program for all materials using the Integrated Library System. As the Circulation Librarian, oversees the operation of the circulation desk to include the registration of new patrons, processing of overdue notices and fines, reservation and check-in/check-out of materials.

Thank you very much for your sterling support to the endeavors of the University Library.

Respectfully yours,

RONALDO P. SUMAIT, MLIS
 University Librarian

Recommending Approval:

MARIDEN VENTURA-CAULAN, DPA
 Vice President for Academic Affairs

