



SSCT

"For Nation's Greater Heights"

1.3. The Head Librarian directs and supervises the total operation of the library and is responsible for the administration of its resources and services.



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City

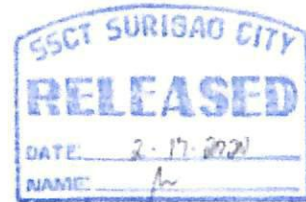


CERTIFICATE NUMBER: AJA 19-0225

OFFICE OF THE PRESIDENT

OFFICE ORDER No. 155. s. 2020

REFERENCE NO. : SSCT - OP - 02 - 78 Series 2020
DATE : FEBRUARY 17, 2020
TO : MS. IVY B. MABANTO
FROM : DR. GREGORIO Z. GAMBOA, JR.
SUBJECT : DESIGNATION AS HEAD LIBRARIAN IN ALL CAMPUSES



In the exigency of the service, you are hereby designated as **HEAD LIBRARIAN IN ALL CAMPUSES** effective today, February 17, 2020 for a period of two (2) years unless earlier revoked without additional compensation.

Duties and Responsibilities

1. Formulate and recommend policies, rules and regulations towards the efficient and effective utilization of library services and resource materials.
2. Plan and develop the general programs and activities of the library services in consonance with the College's goals and objectives.
3. Establish library consortia/linkages and benchmark for best practices with libraries of other colleges and universities.
4. Exercise overall supervision and coordination of all librarians in all satellite campuses towards standardization of and compliance with requirements, and
5. Perform other tasks assigned by the President.

You are entitled to a 15-day vacation leave and 15-day sick leave credits annually.

Please be guided accordingly.

GREGORIO Z. GAMBOA, JR., EdD
 SUC President III

Conforme
MS. IVY B. MABANTO

cc:
 VCh
 CCh
 Deans
 CAO
 Chairs
 Budget Officer
 Administrative Office
 Legal



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City, Philippines 8400

Tel. Nos. : (086) 826-6346; 231-7741 Telefax: (086) 826-63-46

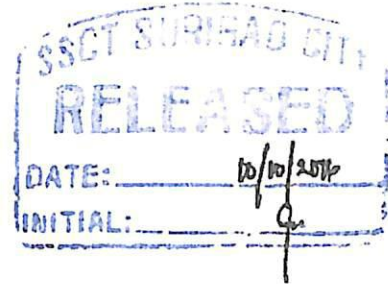
OFFICE ORDER
No. 105 s. 2016

To : IVY V. MABANTO
College Librarian

From : OFFICE OF THE PRESIDENT

Date : October 10, 2016

Subject : DESIGNATION AS HEAD LIBRARIAN



In the exigency of service, you are hereby designated as Head Librarian of the College effective immediately.

As such you shall oversee the smooth implementation of the library services as well as the supervision of the librarians/ library-in-charge in the satellite campuses. Your duties and responsibilities shall include, among others, the conduct of regular visitation, monitoring and evaluation in the libraries of different campuses.

Please be guided accordingly.


GREGORIO Z. GAMBQA, Ed.D.
College President



Office of the President
SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

RECEIVED
CIVIL SERVICE COMMISSION
SURIGAO DEL NORTE
SIGNATURE [Signature]
DATE 19 OCT 2016

IVY B. MABANTO

Surigao State College of Technology
Surigao City

Ginoong /Gng. /Bb.: MABANTO

Mr. / Mrs. / Ms.

Kayo ay nahirang na COLLEGE LIBRARIAN I SG -13 na may katayuang
You are hereby appointed as _____ with a

PERMANENT sa SURIGAO STATE COLLEGE OF TECHNOLOGY
(Status) at the (Agency)

sa pasahod na Dalawang daan anim napu't pitong libo ,siyam daa't tatlong pu't anim (Php 267,936) na piso
with the compensation of Two hundred sixty seven thousand, nine hundred thirty sic pesos only.

Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa
The effectivity date of this appointment shall be the date of actual assumption by the appointee

ng pagpirma ng puno ng tanggapan o appointing authority.
but not earlier than the date of issuance of the appointment which is the date of the signing of the appointing authority

Ang appointment na ito e ORIGINAL at ayon sa Plantilya Aytem
This appointment is (transferred, retired, etc.) and in accordance with Plantilla

Bilang SSCTB-CL1-1-2015 pahina _____
Item No. (FY 2016 PSIPOP) page

APPROVED PERMANENT

[Signature]
MESHACH D. DINHAYAN
Director II

Awtorisadong Opisyal
Komisyon ng Serbisyo Sibil
Authorized Official, Civil Service Commission

Sumasainyo,
Very truly yours,

[Signature]
GREGORIO Z. GAMBOA, JR., Ed.D
SUC President II

OCT 04 2016

Petsa ng Pagperma
Date Signing

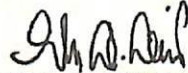
Petsa
Date

Sertipikasyon

Ito ay pagpapatunay na lahat ng dapat gawin at mga kailangang dokumento para sa appointment na ito ayon sa CSC MC No.40 (1998) at 15 (1999) ay nasunod na, narebisa ko, at napatunayang nasa ayos.

This is to certify that all requirements and supporting papers pursuant to MC#_40____, s. 1998 have been complied with, reviewed and found to be in order.

And posisyon ay nalathala sa List of Vacant Position in Government Service, CSC Surigao Field Office noong (The position was published at) List of Vacant Positions in the Government Service, CSC Surigao Field Office (on) _____.



ELLEN A. DIVINAGRACIA - DETALO
Administrative Officer V / HRMO

Sertipikasyon

Ito ay pagpapatunay na ang nahirang ay nagdaan sa pagsusulit ng Personnel Selection Board at Kwalipikado.

This is to certify that the appointee has been screened and found qualified by the Personnel election.



RONITA E. TALINGTING, Ph.D.
Chairman
Personnel Selection Board

Mga Notasyon

ANUMANG BURA O PAGBABAGO SA AKSYONG GINAWA NG KOMISYON NG SERBISYO SIBIL AY MAGPAPAWALANG-BISA SA FAGHIRANG NA ITO MALIBAN KUNG ANG PAGBABAGO AY NASULAT NA KINUMPIRMA NG KSS / KOMISYON:

Petsa Ng Paglabas Sa Komisyon

09 NOV 2016



Mga pagbibigyan ng kopya:

- Orihinal – kopya ng nahirang
- Pangalawang Kopya – para sa Komisyon ng Serbisyo Sibil
- Pangatlong Kopya – para sa ahensiya

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
Position Description Form

2. DEPARTMENT, CORPORATION OR
AGENCY/LOCAL GOVERNMENT

State Universities and Colleges

4. DEPARTMENT/BRANCH/DIVISION

Surigao State College of Technology

6.a. Pres. Approp. _____ b. Prev. Approp. _____
Act/Board Res./ _____ Act _____
Ord. No. _____ Bd. Res. _____
Item No. _____ Ord. No. _____
_____ Item No. _____

8. OFFICIAL DESIGNATION OF POSITION
COLLEGE LIBRARIAN I

10. CPCB CLASSIFICATION OF THIS CLASS
SALARY GRADE 13

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT & UNIT CLASS

Municipality City Province
1st 2nd 3rd 4th 5th 6th 7th
N/A

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more spaces is needed, please attached additional sheets.)

1. NAME OF EMPLOYEE

MABANTO, IVY V.

(Family Name) (Given Name) (M.I.)

3. BUREAU OF OFFICE

Higher Education

5. WORK STATION/PLACE OF WORK

City Campus

7. a. SALARY AUTHORIZED P ACTUAL b. OTHER COMPENSATION

9. WORKING OR PROPOSED TITLE

11. OCCUPATIONAL GROUP TITLE (Leave Blank)

COLLEGE LIBRARIAN I

Duties and Responsibilities:
Under general supervision:

1. Manage the planning, administrative and budgetary functions of library and information services
 - Establish and implement library and information policies and procedures
 - Develop and manage convenient, accessible library and information services
 - Establish and manage the budget for library and information services, technology and media
 - Develop and manage cost-effective library and information services, technology and media
 - Order materials and maintain records for payment of invoices
 - Analyze and evaluate library and information services, technology and media service requirements
 - Prepare reports related to library and information services, technology and media services, resources and activities
2. Provide effective access to library collections and resources
 - Develop and maintain collections management policies and procedures
 - Perform original cataloguing and classification of print, audio-visual and electronic resources
 - Develop and maintain special indexing systems and files for special collections
3. Maintain the organization of library materials
 - Ensure an accurate inventory of resources
 - Ensure efficient retrieval by users
 - Search external database programs for the availability of cataloguing copy
 - Maintain inventories, compile statistics and generate reports as required
 - Develop and maintain cataloguing procedures
 - Distribute materials for cataloguing
 - Determine the type of cataloguing required
 - Enter cataloguing data into the library's automated system
 - Process resources for placement on shelf
 - File cards in shelf list
 - Complete cataloguing records where only partial copy is available
 - Index materials for the pamphlet collection
- 3 Provide library services in response to the information needs of library users
 - Respond to daily on-site requests for information
 - Train library users to effectively search the Library catalogue, Internet and other electronic resources
 - Provide an interlibrary loan service for both book and audiovisual materials and maintain records
 - Maintain records for the interlibrary loan service
 - Maintain circulation files, records and statistics

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

College Librarian III

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Chief Administrative Officer

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE. (If any, list only their item numbers and titles.)

17. MACHINES, EQUIPMENT, TOOLS, etc., used regularly in performance of work.

18. CONTACTS

Occasional Frequent

General Public	(x)	()
Other Agencies	(x)	()
Supervisors	(x)	()
Management	(x)	()
Others (Specify)	()	(x)
Students		

19. WORKING CONDITION

Normal Working Condition	(x)
Field Work	()
Field Trips	()
Exposed to Varied Weather	()
Others (Specify)	()

20. I HEREBY CERTIFY that the above answers are accurate and complete.

October 4, 2016

Date

IVY V. MABANTO

(Signature of Employee)

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. Described briefly the general function of the Unit or Section.

22. Describe briefly the general function of the position.

Librarian

23.a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent) This item should be filled for all positions other than teaching.

Education: Master's Degree in the area of specialization/

Experience: With Relevant library experience

23.b. License or certificates required to do this work, if any.

LIBRARIAN

24. I HEREBY CERTIFY that the above answers are accurate and complete.

October 4, 2016

Date

LORENA C. BADIOLA

(Signature and title of immediate Supervisor)
Campus Director

25 APPROVED

October 4, 2016

Date

GREGORIO Z. GAMBOA, JR., EdD

(Head of Agency)
President



LIBRARY and LEARNING RESOURCE CENTER

MANUAL



LIBRARY PERSONNEL

PROFESSIONAL

HEAD LIBRARIAN

1. Administer efficient working of all full time and temporary employees and evaluate all performance of librarians and assist to develop various library instruction programs and assist staff and students for same.
2. Design an efficient information literacy program for all level of students
3. Develop and prepare annual library reports to assist in accreditations of various college programs and coordinate with library committee and ensure compliance to all user requirements through all library collections.
4. Manage and assist to acquire all materials and ensure compliance to all development policy and evaluate all collections for curriculum and supervise all library services for all community outreach programs and literacy processes.
5. Prepare and documents all library policies and supervise procurement and maintenance of all equipment and facilities.
6. Participate in all meeting and workshops for library services and provide all required information to staff and faculty and develop all library services collection activities.
7. Do other tasks as needed.

ACQUISITION LIBRARIAN

1. Selects and orders books, periodicals, films, and other materials for library: Reviews publishers' announcements and catalogs, and compiles list of publications to be purchased.
2. Compares selections with card catalog and orders-in-process to avoid duplication.
3. Circulates selection lists to branches and departments for comments.
4. Selects vendors on basis of such factors as discount allowance and delivery dates.
5. Compiles statistics on purchases, such as total purchases, average price, and fund allocations.
6. Recommend acquisition of materials from individuals or organizations or by exchange with other libraries.
7. Develop, formulate rules and regulations, adhering to high quality standards that will ensure smooth flow of acquisition department.
8. Prepares list of bibliographic references in all programs.
9. Participates fully in the collection development program and develops bibliographic references and writing or revisiting collection policy as assigned.
10. Actively participates in library committees as assigned.
11. Do other tasks as needed.

2021 Edition

By

2021 Library Advisory Committee

Dr. Ronita A. Talingting

Dr. Loida P. Patac

Dr. Carmelita P. Mosa

Engr. Robert R. Bacarro

Dr. Marilou B. Carnicer

Ms. Ivy B. Mabanto

Ms. Lorena C. Badiola

Mr. Chito M. Clerigo

Approved by:

A handwritten signature in black ink, appearing to read 'G. Z. Gamboa, Jr.', is written over a solid horizontal line.

GREGORIO Z. GAMBOA, Jr., EdD
College President



SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City

RELEASED

DATE: 1-8-2018

INITIAL: *GG*

MEMORANDUM

TO : MS. IVY B. MABANTO

SUBJECT : TO VISIT THE LIBRARIES OF MALIMONO & MAINIT CAMPUSES FOR MONITORING AND ASSISTING THE LIBRARY STAFF

DATE : January 5, 2018

Per request and in the exigency of the service, you are hereby advised to report to the two libraries with the following schedules for SY 2018:

SSCT Mainit – Jan. 10, 24 / Feb. 7, 21 / Mar. 7, 21 / Apr. 4, 18 / May 9, 23 / Jun 6, 20 / July 4, 18 / Aug 8, 22 / Sept 5, 19 / Oct 10, 24 / Nov 7, 21 / Dec 5, 19

SSCT Malimono – Jan. 17, 31 / Feb. 14, 28 / Mar. 14, 28 / Apr. 11, 25 / May 16, 30 / Jun 13, 27 / July 11, 25 / Aug 15, 29 / Sept 12, 26 / Oct 17, 31 / Nov 14, 28 / Dec 12, 26

Expenses incident to your travel will be charged against local school funds subject to usual accounting and auditing rules & regulations.

Please be guided accordingly.

GREGORIO Z. GAMBOA, Jr., Ed.D.
College President

(Note: Pls. keep a copy for your personal file and the orig. copy will be attached to the voucher)

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, IVY B. MABANTO, of the College Library, Division of Administration commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY to JUNE 2021.**

IVY B. MABANTO, MLIS
College Librarian

Reviewed by: Rowena A. Plando, Ph.D. City Campus Director
 Approved: Rowena A. Plando, Ph.D. Vice President for Administration
 Date: July 12, 2021


No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	RATING SCALE				Remarks
						Q1	E2	T3	A4	
	STRATEGIC PRIORITY AND OBJECTIVES Strategic Goal: Enhance Quality Education Objectives: Provide Relevant and Operate Information Sources to Support Curricular Programs and Interdisciplinary Initiatives for Teaching and Research									
1	To support curriculum information needs by increasing and updating library collections	Request book titles needed for new curriculum per general education subject (80%) and per program (80%)	none	Head Librarian	100% book titles requested for new curriculum per general education subject; 100% book titles per program	4	4	4	4	4,000
2	To keep users updated with the recent information sources in their specific field	Conduct library Orientation and Information Literacy for First Year students, transferees and returnees (50%)	none	Head Librarian	70% of first year students, transferees and returnees were oriented for Information literacy	4	4	4	4	4,000
3	To ensure security of library resources from vandalism and thief	Strengthen security of library resources from vandalism and thief through manpower (100%) and electronic devices (100%)	none	Head Librarian	Security of library resources are implemented through manpower (100%)	4	4	4	4	4,000
				3	Sub-total					12,000
					Equivalent					4,000
1	Process library holdings	Encoding/cataloging of library materials to the Destiny library system (80%)	none	Head Librarian	100% newly arrival of library resources are encoded in Destiny Library Manager	4	4	4	4	4,000
2	Loan out of information sources	Support 70% in assisting the circulation staff with regards to loaning out of information sources	none	Head Librarian	100% of circulation staff are assisted through loaning out of information sources	4	4	4	4	4,000
3	Assist acquisition librarian in acquiring library materials	Assist 70% acquisition librarian with regards to acquiring library materials	none	Head Librarian	90% of new book titles are already requested	3	3	3	3	3,000
4	Bibliography	Updates list of library holdings by General education and electronic resources (80%)	none	Head Librarian	100% of library holdings are updated by General Education and electronic resources	4	4	4	4	4,000
				4	Sub-total					17,000
					Equivalent					4,250


OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

1, IVY B. MABANTO, of the College Library, Division of Administration commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY to JUNE 2022.**


IVY B. MABANTO, MLIS
 College Librarian

Reviewed by: _____ Approved: _____ Date: July 12, 2022


RONITA E. TALANGTING, Ph.D.
 City Campus Director


ROWENA A. PLANDO, Ph.D.
 Vice President for Administration

Acquire Date: _____


No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Alloted Budget	Division/Individuals Accountable	Actual Accomplishments	RATING SCALE				Remarks
						Q ¹	E ²	T ³	A ⁴	
	STRATEGIC PRIORITY AND OBJECTIVES <i>Strategic Goal 1: LIBRARY COLLECTION: Maintain updated library collection.</i> OBJECTIVES:									
1	Acquire library resources (print) that are necessary for research, instruction outreach and other user services to support lifelong learning	Availability of library resources	none	librarians	100% of requested library materials are received	4	4	4	4	4.000
2	Subscribe and renew annual online databases for academic and research use	Accessibility of electronic resources online	none	librarians	100% of online databases are renewed	4	4	4	4	4.000
3	Conduct library resources evaluation	Summary of accounted and non-accounted library resources	none	librarians	100% of library resources are assessed this summer 2022	4	4	4	4	4.000
	Strategic Goal 2: SERVICES AND PROGRAMS: Expand quality library services and promote learner-centered, data-driven and innovative environment. OBJECTIVES:									
1	Conduct information literacy for the library users	Module 1 and 2 for freshmen and students taking up research course	none	librarians		0	0	0	0	0.000
2	Enhance virtual library services	Active FB and Webpage and accessibility of electronic resources	none	librarians	100% of online services such as FB and Webpage are available	4	4	4	4	4.000
3	Conduct information dissemination of library resources	Updated FB, Webpage and bulletin board	none	librarians	90% of FB page and Webpage and bulletin board are used for dissemination of information	4	4	4	4	4.000
4	Organize outreach program	Existing MOA/MOU	none	librarians		0	0	0	0	0.000
				5	Sub-total					20.000
					Equivalent					4.000

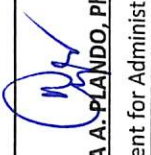
OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, IVY B. MABANTO, of the College Library, Division of Administration commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY to DECEMBER 2021.**

Ivy B. Mabanto
IVY B. MABANTO, MLIS
 College Librarian

Reviewed by: _____ Approved: _____ Date: January 3, 2022


RONITA E. TALINGTING, Ph.D.
 City Campus Director


ROWENA A. PLANDO, Ph.D.
 Vice President for Administration

Date: _____

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	RATING SCALE				Remarks
						Q ¹	E ²	T ³	A ⁴	
	STRATEGIC PRIORITY AND OBJECTIVES Strategic Goal: Enhance Quality Education Objectives: Provide Relevant and Updated Information Sources to Support Curricular Programs and Interdisciplinary Initiatives for Teaching and Research									
1	To support curriculum information needs by increasing and updating library collections	Request book titles needed for new curriculum per general education subject (80%) and per program (80%)	none	Head Librarian	100% book titles requested for new curriculum per general education subject; 100% book titles per program	4	4	4	4	4.000
2	To keep users updated with the recent information sources in their specific field	Conduct library Orientation and Information Literacy for First year students, transferees and returnees (50%)	none	Head Librarian	70% of first year students, transferees and returnees were oriented for Information literacy	5	5	5	5	5.000
3	To ensure security of library resources from vandalism and thief	Strengthen security of library resources from vandalism and thief through manpower (100%) and electronic devices (100%)	none	Head Librarian	Security of library resources are implemented through manpower (100%)	4	4	4	4	4.000
				3	Sub-total Equivalent					13.000 4.333
	CORE FUNCTIONS: 70%									
1	Process library holdings	Encoding/cataloging of library materials to the Destiny library system (80%)	none	Head Librarian	100% newly arrival of library resources are encoded in Destiny Library Manager	4	4	4	4	4.000
2	Loan out of information sources	Support 70% in assisting the circulation staff with regards to loaning out of information sources	none	Head Librarian	100% of circulation staff are assisted through loaning out of information sources	4	4	4	4	4.000
3	Assist acquisition librarian in acquiring library materials	Assist 70% acquisition librarian with regards to acquiring library materials	none	Head Librarian	90% of new book titles are already requested	4	4	4	4	4.000
4	Bibliography	Updates list of library holdings by General education and electronic resources (80%)	none	Head Librarian	100% of library holdings are updated by General Education and electronic resources	4	4	4	4	4.000
				4	Sub-total Equivalent					17.000 4.250

