

## NOTICE OF VACANCY

**Position** : College Librarian I  
**Monthly Salary** : P 28,276.00  
**Status** : Contract of Service  
**Place of Assignment** : Surigao State College of Technology

### CSC Minimum QUALIFICATION Guide

**Education** : Bachelor's Degree in Library Science /Information Science, Bachelor's Degree in Education / Arts major in Library Science  
**Training** : None required  
**Work Experience** : None required  
**Eligibility** : RA 1080 (Library)

### SSCT Preferred Qualification Guide

**Education** : Bachelor's Degree in Library Science /Information Science, Bachelor's Degree in Education / Arts major in Library Science  
**Training** : Ten (10) hours of training in the specified skills  
**Work Experience** : 1 year experience by the position required  
**Eligibility** : RA 1080 (Library)  
**Other** : Proficiency in MS Office applications;  
: Strong planning and problem solving skills; analytical and strong organizational skills;  
: With knowledge in verbal and written communication skills; keen to details.

### Job Summary and Responsibilities

The primary tasks include but not limited to the following:

- Manage an automated circulation system and performs statistical analysis and summarizes findings in applicable reports, surveys and other communication mediums
- Serves as liaison with other departments and students within the College in order to provide information on available resources, programs and/or services.
- Collates and summarizes the statistical report of the library resources.
- Answers queries regarding library resources.
- Do other relevant tasks as needed.

Interested and qualified applicants may submit their application at the HR office with the following documents on or before **March 12, 2021**.

1. Application letter addressed to the College President Gregorio Z. Gamboa, Jr., EdD
2. Updated Personal Data Sheet (CSC Form 212, Revised 2017).
3. Authenticated copy of Transcript of Records, Diploma and Certificate of Authentication and Verification (CAV).
4. Certificates of relevant trainings and seminars attended;
5. Photocopy of Certificate of eligibility/rating/license;
6. Performance Rating in the last rating period (if applicable)

For online application, submit your application to [sscthrrecruitment@gmail.com](mailto:sscthrrecruitment@gmail.com) with complete attachments as above-mentioned. Be reminded to write and indicate **APPLICATION FOR COLLEGE LIBRARIAN I** as the subject.

*Note: Applications submitted beyond the deadline with incomplete documents shall not be entertained. The agency values diversity in its workplace and highly encourages qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression, political affiliation, religion, and others.*

  
**ROWENA A. PLANDO, PhD**  
Chairperson, HRMPSB

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: With knowledge in verbal and written communication skills; keen to details.

**Job Summary and Responsibilities**

The primary tasks include but not limited to the following:

- Process and catalog newly acquired library resources.
- Maintain backup copies of data files
- Assists with the evaluation and development of collections
- Assists acquisition librarian in the preparation of library references as requested by users.
- Encode important reports requested and do other relevant tasks as needed

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**ROWENA A. PLANDO, PhD**  
Chairperson, HRMPSB

Source: <https://www.facebook.com/SSCTHROFFICE>





## **SURIGAO STATE COLLEGE OF TECHNOLOGY**

*"For Nation's Greater Heights"*

Narciso St., 8400 Surigao City, Philippines

# Urgent **HIRING** Guest Lecturers

**FOR MALIMONO CAMPUS**

### **QUALIFICATION**

- 1 Master of Science in Social Science
- 1 Master of Science in English

All interested/qualified applicants may send  
your application below.



[sscthrrecruitment@gmail.com](mailto:sscthrrecruitment@gmail.com)



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Urgent **HIRING**  
**Guest Lecturers**

**FOR MAINIT CAMPUS**

**QUALIFICATION**

- 1 Master of Science in English
- 1 Master of Science in Fisheries
- 1 MIE Major in Industrial Arts

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your application below.



**sscthrrecruitment@gmail.com**

Source: <https://www.facebook.com/ssct.hrmo>



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| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ADMINISTRATIVE OFFICER I (Cashier I)                   | SSCTB-ADO1-10-2004 | 10 Jun 2022  | 20 Jun 2022  | <a href="#">View Details</a> |
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| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ADMINISTRATIVE AIDE I (Utility Worker I)               | SSCTB-ADA1-4-2004  | 07 Mar 2022  | 17 Mar 2022  | <a href="#">View Details</a> |
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| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ADMINISTRATIVE OFFICER I (Cashier I)                   | SSCTB-ADO1-10-2004 | 07 Mar 2022  | 17 Mar 2022  | <a href="#">View Details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ADMINISTRATIVE AIDE I                                  | SSCTB-ADA1-8-2004  | 11 Feb 2022  | 21 Feb 2022  | <a href="#">View Details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ADMINISTRATIVE AIDE I                                  | SSCTB-ADA1-4-2004  | 11 Feb 2022  | 21 Feb 2022  | <a href="#">View Details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ADMINISTRATIVE AIDE III (Clerk I)                      | SSCTB-ADA3-6-2004  | 11 Feb 2022  | 21 Feb 2022  | <a href="#">View Details</a> |



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| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR I  | SSCTB-AP1-6-2013   | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR I  | SSCTB-AP1-3-2015   | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR II | SSCTB-AP2-3-2013   | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR II | SSCTB-AP2-27-2008  | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR II | SSCTB-AP2-28-2008  | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR II | SSCTB-AP2-7-2013   | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR II | SSCTB-AP2-5-2013   | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR II | SSCTB-AP2-2-2013   | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |
| SURIGAO STATE COLLEGE OF TECHNOLOGY | CARAGA | ASSISTANT PROFESSOR II | SSCTB-AP2-27-2004  | 11 Feb 2022  | 21 Feb 2022  | <a href="#">view details</a> |

Source:

<http://csc.gov.ph/career/index.php>

<http://csc.gov.ph/career/job/2249506>

|                               |   |
|-------------------------------|---|
| <b>Place of Assignment :</b>  | Surigao State College of Technology   |
| <b>Position Title :</b>       | ASSISTANT PROFESSOR I   |
| <b>Plantilla Item No. :</b>   | SSCTB-AP1-6-2013  |
| <b>Salary/Job/Pay Grade :</b> | 15  |
| <b>Monthly Salary :</b>       | Php 35,097.00   |
| <b>Eligibility :</b>          | SUC None required except RA 1080 (For courses requiring BAR of BOARD eligibility) |
| <b>Education :</b>            | Master's Degree in the area of specialization                                     |
| <b>Training :</b>             | Four (4) hours of relevant Training   |
| <b>Work Experience :</b>      | 1 year relevant experience  |
| <b>Competency :</b>           |   |

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 21, 2021.

**Documents:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

GREGORIO Z. GAMBOA, JR., EdD

**SUC President III**

Narciso St., Surigao City  
[sscthrrecruitment@gmail.com](mailto:sscthrrecruitment@gmail.com)

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

**Posting Date :** February 11, 2022

**Closing Date :** February 21, 2022



**INTERVIEW SHEET**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Field of Study \_\_\_\_\_ Position: \_\_\_\_\_

**Rate the Candidate in each dimension with the following points:**

| Dimension / Traits                     | Rating      |
|--|-------------|
| 1. Communication Skills/Alertness      | 25%         |
| 2. Conscientiousness and Determination | 25%         |
| 3. Creativity and Innovativeness       | 25%         |
| 4. Judgement/Analytical Skills         | 25%         |
| <b>TOTAL</b>                           | <b>100%</b> |

**I. COMMUNICATION SKILLS/ALERTNESS**

The ability to present ideas – the manner the nominee speaks, the voice modulation, the way of expressing oneself and the command of the English language. The ability of the candidate to easily grasp meaning and appropriately respond to questions shall also be observed.

Rating \_\_\_\_\_

**II. CONSCIENTIOUSNESS AND DETERMINATION**

Commitment, patience, perseverance or the act of deciding definitely and firmly and the idea of not giving up until the goal of completing the tasks/degree is achieved.

Rating \_\_\_\_\_

**III. CREATIVITY AND INNOVATIVENESS**

The ability to develop new methods, systems, processes, using one's innovativeness. Creativity to apply learnings on the job is also a crucial factor.

Rating \_\_\_\_\_

**IV. JUDGEMENTAL/ANALYTICAL SKILLS**

Candidate's ability to think of alternative courses of action and making sound decisions. Does the candidate impress you as a person whose judgment would be dependable even under stress? Does the interviewee's reply give you reassuring evidence of being able to solve and analyze a problem in a logical systematic way?

Rating \_\_\_\_\_

Remarks/Comments:

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\_\_\_ PASSED

\_\_\_ FAILED

Interviewer's Signature Overprinted Name

Noted:

Chairman/Date Interviewed:

A candidate who gets a general rating of 80% passes the ORAL INTERVIEW. The interview will indicate in the final rating PASSED or FAILED only.

A Failing mark must be validated by the PSB Chairman by conducting another interview.

This interview sheet shall remain with the PSB Chairman. Only a list of interviewees with the corresponding rating will be sent to HRD Office.

**EDUCATION, TRAINING AND EXPERIENCE (ETE) RATING FORM (15%)**

Name of Applicant :

Current Position :

Office :

| EDUCATION (40 pts)  |        | Candidate's Points/Rating | Remarks<br>Other Information |
|---|--------|---------------------------|------------------------------|
| Completion of:  |        |                           |                              |
| - Baccalaureate Degree  | 25 pts |                           |                              |
| - Masteral Degree   | 30 pts |                           |                              |
| - Another Masteral Degree/LLB   | 5      |                           |                              |
| - Ph.D.   | 5      |                           |                              |
| - Units Earned(Ph.D. or Masteral):  |        |                           |                              |
| 3 - 15 units  | 1      |                           |                              |
| 16 - 30   | 2      |                           |                              |
| 31 - 45   | 3      |                           |                              |
| Finished Academic requirements  | 4      |                           |                              |
|   |        | TOTAL:                    |                              |
| TRAINING (20 pts)   |        |                           |                              |
| Meets the minimum requirement of the position: 24 hours of training in management and supervision   | 10 pts |                           |                              |
| With additional relevant training hours   | 10     |                           |                              |
| <p>Note: An additional 1 point is given for every 8 hours of additional relevant training. Only for the training programs/seminars attended for the last 5 years should be considered. A maximum of 10 points shall be given to either additional or relevant training</p>  |        |                           |                              |
|   |        | TOTAL:                    |                              |
| EXPERIENCE (40 pts)   |        |                           |                              |
| Meets the minimum supervisory work requirements of the position: 4 years of supervisory work experience   | 20 pts |                           |                              |
| With additional supervisory work experience   | 5      |                           |                              |
| With relevant work experience   | 5      |                           |                              |
| <p>Note: An additional 2 points are given for every year of supervisory work experience in excess of the required work experience and 1 point for every year of non-supervisory work experience in the second level. A maximum of 10 points each shall be given/allowed to either additional or relevant work experience.</p> |        |                           |                              |
|   |        | TOTAL:                    |                              |
| <b>TOTAL ETE:</b>   |        |                           | <b>X 15%</b>                 |
|   |        |                           | <b>Total ETE Points</b>      |

- 1-4 months of supervisory work experience in excess of the required work experience = .5 point
- 5-6 months = 1.0 point
- 9-11 months = 1.5 points
- 1-5 months of non-supervisory work experience in the second level = .5 point
- 6-11 months = .75 points



**POTENTIAL ASSESSMENT FORM**  
(To be accomplished by the Rater)

Name of Candidate: \_\_\_\_\_

**INSTRUCTIONS**

As the immediate supervisor of the candidate, you are to rate him/her on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform, not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

| LEVEL   | POINT SCORE        |
|---|--------------------|
| <b>Excellent</b><br>- a standard of performance that may be considered exceptionally good   | 5<br>(96% - 100%)  |
| <b>Good</b><br>- a standard of performance above the average and meets all the normal requirements of the position  | 4<br>(90% - 95%)   |
| <b>Average</b><br>- a standard of performance that meets the normal requirements of the position  | 3<br>(85% - 89%)   |
| <b>Fair</b><br>- a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable | 2<br>(80% - 84%)   |
| <b>Poor</b><br>- a standard of performance regarded unacceptable for the position   | 1<br>(79% & below) |

(Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point score.)

**I. HUMAN RELATIONS**

**POINTS**

**1. Ability to adapt/adjust to the Organization:**

- 1.1 Is he/she able to adjust to the variety of personalities, rank and in formal groups present in the organization? \_\_\_\_\_
- 1.2 Does he/she internalize work changes with ease and vigor? \_\_\_\_\_

**2. Ability to Relate to Supervisors:**

- 2.1 How well does he/she respond to your request, demands and expectations? \_\_\_\_\_
- 2.2 Does he/she appraise you of the significant problems in his/her work, their causes and appropriate steps to be taken to correct them? \_\_\_\_\_
- 2.3 In the face of differences in behavior between him and you, can he/she maintain his/her individual point of view? \_\_\_\_\_

3. Ability to Interface with Peers:

- 3.1 Does he/she have the respect and acceptance of his/her peers?
- 3.2 Does he/she try to help his/her peers in clarifying points they are trying to resolve?

4. Ability to Deal with the Clientele/Public:

- 4.1 Is he/she always cordial and respectful in dealing with Transacting public?
- 4.2 Does he/she show enthusiasm in providing the clients' public the necessary advice and assistance they sought for?

II. LEADERSHIP:

- 1. Is he/she able to encourage his peers and subordinates to contribute and participate in problem-solving and decision-making?
- 2. Can he/she influence your thinking attitude and behavior and that of his/her peers?
- 3. When assigned with an hoc external groups, does he/she lead the members to do willingly the assigned tasks/projects?
- 4. When assigned to be a leader/chairman of the working group, does he/she assume responsibility for the work of the other members?

III. PERSONAL QUALIFICATIONS AND ATTRIBUTES:

1. Ingenuity and Innovativeness

- 1.1 Is he/she intellectually critical of existing standards, systems and policies?
- 1.2 Does he/she takes the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization?

2. Stress Tolerance

- 2.1 Does he/she have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc?
- 2.2 Is he/she able to control and handle his/her anger and negative emotions?
- 2.3 Does he/she accept criticism objectively whether from his subordinates, peers or superiors?

3. Decisiveness

- 3.1 When you seek from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions or solutions?
- 3.2 When the needs to make a decision is immediate, is he/she able to act quickly and make the best decision possible?

**TOTAL POINTS SCORE**

**RATER:** \_\_\_\_\_

**INTERVIEW ASSESSMENT FORM**  
 (For Physical Characteristics & Personality Traits (PCPT))  
 (To be accomplished by the Promotion Board)

**INSTRUCTIONS:**

You are to rate five candidates on certain characteristics and traits which can be observed when you talk with him/her face to face. Consider whether his/her personal characteristics as manifested during the interview, will be an asset or liability to the position being considered. Make your rating of the candidate's characteristics solely on evidence observed during the interview by putting a check-mark on the proper scale. (Each part of the scale has an equivalent point score).

Be sure to record your rating of the candidate on each of the trait. Do not omit any item. After rating the candidate, accomplish the summary rating form by indicating the point scale obtained in each characteristic. Add the total point scores.

**TRAITS**

1. **VOICE AND SPEECH.** Is his/her voice inviting or pleasant? Can you easily hear what he/she says? Is his/her speech clear and distinct? Is his/her voice resonant and well-modulated?
  - 1 - Irritating or indistinct
  - 2 - Understandable but rather unpleasant
  - 3 - Neither conspicuously pleasant or unpleasant
  - 4 - Definitely pleasant and distinct
  - 5 - Exceptionally clear and pleasing
  
2. **APPEARANCE.** Does he/she look like a well-set-up, healthy, energetic person? Has he/she bodily or social characteristics which might seriously hamper him? Is he/she well-groomed or unattractive in appearance?
  - 1 - Unprepossessing or unsuitable
  - 2 - Create rather unfavorable impression
  - 3 - Suitably accepting
  - 4 - Create distinctly favorable impression
  - 5 - Impressive, commands admiration
  
3. **ALERTNESS.** Does he/she readily grasp the meaning of a question? Is he/she slow to apprehend even the more obvious points? Or does he/she understand quickly even through the idea is new, involved or difficult?
  - 1 - Showing, grasping obvious questions; often misunderstands meaning of questions.
  - 2 - Slow to understand subtle points. Require explanation.
  - 3 - Neatly grasps intent of interviewer's questions.
  - 4 - Rather quick to grasping questions and new ideas.
  - 5 - Exceptionally keen and qualified to understand.
  
4. **SELF-CONFIDENCE.** Does he/she seem to be uncertain of himself/herself, hesitant, lacking in assurance, easily bluffed? Or is he/she wholesomely self-confident and assured?
  - 1 - Timid, hesitant, easily influenced
  - 2 - Appears to be over self-conscious
  - 3 - Moderately confident of himself/herself
  - 4 - Wholesomely self-confident
  - 5 - Shows superb self-assurance
  
5. **EMOTIONAL MATURITY.** Is he/she emotionally mature? Is he/she touchy, sensitive to criticism, easily upset? Is he/she irritated or impatient when things go wrong? Or does he keep an even keel?
  - 1 - Over sensitive; easily disconcerted.
  - 2 - Occasionally impatient or irritated.
  - 3 - Well poised most of the time.
  - 4 - Superior self command
  - 5 - Exceptionally poised, calm and good humor under stress.



6. **ABILITY TO PRESENT IDEAS.** Does he/she speak logically and convincingly or does he/she tend to be vague, confused, or illogical?

- 1 - Confused and illogical
- 2 - Tends to scatter or to become involved
- 3 - Usually gets his ideas across well
- 4 - Shows superior ability to express himself
- 5 - Unusually logical and confident

7. **JUDGMENT.** Does he impress you as a person whose judgment would be dependable even under stress? Or is he/she hasty, erratic, biased, swayed by his feelings?

- 1 - Notably lacking in balance and restraint
- 2 - Show some tendency to react impulsively and without restraint
- 3 - Acts judiciously or ordinary circumstances
- 4 - Gives reassuring evidence of considered judgment
- 5 - Inspires unusual confidence in probable soundness of judgment

**SUMMARY RATING FORM**

**TRAITS**

**POINTS**

- 1. Voice and Speech
- 2. Appearance
- 3. Alertness
- 4. Self-Confidence
- 5. Emotional Stability
- 6. Ability to Present Ideas
- 7. Judgment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 5 = 96% - 100%
- 4 = 90% - 95%
- 3 = 86% - 89%
- 2 = 80% - 85%
- 1 = 79% & below

**RATER:** \_\_\_\_\_

**Date:** \_\_\_\_\_