



Elaine C. De Padua
Registered Librarian
License no. 003830

Experience

**BATANGAS STATE UNIVERSITY – THE NATIONAL
ENGINEERING UNIVERSITY
BALAYAN, BATANGAS**

**College Librarian 1 (JOB ORDER/CONTRACT OF SERVICE)
August 17, 2022 – to present**



#71 Putol, Tuy,
Batangas



0992 4930155



elainecdepadua@gmail
.com

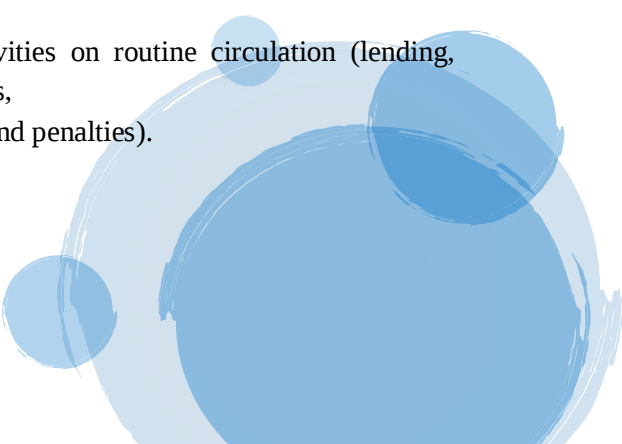
- Prepares the list of professional books for the different programs
- Coordinates with the Head Librarian and recommends the titles of the books needed by the library and the different colleges
- Prepares and submits documents required by accreditation bodies
- Process data entry to the Library System
- Updates and manages digital content to Balayan Library FB Page
- Prepares monthly/annual accomplishment reports
- Technical processing of Library materials/resources
- Updating of course coding of professional titles to include newly acquired books and electronic resources.
- Provide reference and readers' assistance through face-to-face, telephone, and online platforms
- Carry out information literacy activities
- Oversees the donation program, supports the materials review process and coordinates receipt and inclusion in the library collection

Instructor 1 with Special Assignment in Library Services
August 1, 2017 to July 31, 2022

- Prepares the list of professional books for the different programs
- Coordinates with the Head Librarian and recommends the titles of the books needed by the library and the different colleges
- Prepares and submit documents required by accreditation bodies
- Process data entry to Library System
- Updates and manages digital contents to Balayan Library FB Page
- Assists in planning and implementing programs and public relations activities
- Prepares monthly/annual accomplishment reports

**BATANGAS STATE UNIVERSITY – THE NATIONAL
ENGINEERING UNIVERSITY
BALAYAN, BATANGAS**

College Librarian 1 (JOB ORDER)
July 01, 2015 – July 31, 2017

- Organize, classify and catalog books (Technical and mechanical processing - collating and stamping of mark of ownership, pasting book pocket/ and book card)
 - Prepares the list of professional books for the different programs
 - In-charge in the inventory / weeding of the collection (includes affixing call number to books; reaccessioning)
 - Coordinates with the Head Librarian and recommends the title of the books needed by the library and the different colleges
 - Provide reference and readers' assistance through face-to-face / onsite
 - Manages tasks and activities on routine circulation (lending, book returns, reservations,
 - renewal, overdue fines, and penalties).
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LYCEUM OF THE PHILIPPINES UNIVERSITY BATANGAS
Capitol Hills, Batangas City

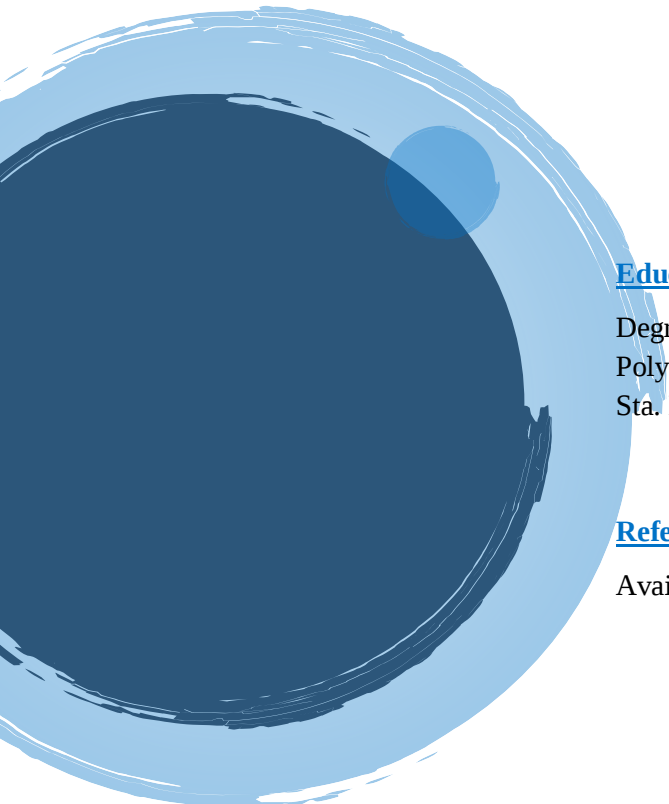
Unit Head – Readers’ Services
June 23, 2010 – June 24, 2015

- Assists the SLRC Director in the organization and maintenance of holdings, facilities, staff and services in the Circulation Section.
- Recommends and participates in the development of the strategic plan and operational plan.
- Provides assistance to users in finding the right materials and other queries.
- Conducts orientation to the freshmen and other students
- Supervises the Annual Inventory of the Library holdings
- Ensures the achievement of optimum customer satisfaction.
- Performs such other duties that may be assigned by the Supervisor

ARELLANO UNIVERSITY – PASIG
Pasig City

OIC / Head Librarian
2009-2010

- Supervise staff and library materials and other resources.
 - Assist the researchers to their research work.
 - In-charge of performance reviews and disciplinary actions.
 - Decision making and resolve issues.
 - Review the acquisition, planning and inventory
 - Responsible for the operations of the library.
 - Ensuring adequate employee business hours.
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Education

Degree of Bachelor in Library and Information Science
Polytechnic University of the Philippines
Sta. Mesa, Manila

References

Available upon Request.

