



March 10, 2022

EDGARDO E. TULIN

President
Visayas State University
Baybay City, Leyte

Thru:

DR. DANIEL LESLIE S. TAN

Chairperson, NAPB
VP for Administration & Finance

Dear Dr. Tulin:

Greetings!

This is with reference to an excerpt from the approved minutes of the Non-Academic Personnel Board meeting with NAPB Resolution No.43 Series of 2021 dated February 10, 2021 which was approved by the President recommending approval to grant 15 days of work per month to the Job Order workers of the University Library which was not immediately implemented by the Library Management due to some reasons to include the pandemic restrictions. Currently, the said JOs are working eight (8) days per month with the following functions:

ANIB, JOSE DANIELO S.

- a. Converts theses document files to e-Books;
- b. Maintains and repairs computers at the Computer Literature Services Section;
- c. Assists students, staff and researchers in their research at the Computer Literature Services Section;
- d. Prints research outputs of students and researchers;
- e. Does shelving and shelf-reading and conducts annual inventory on assigned areas;
- f. Performs other functions as assigned by the Chief Librarian.

LABATA, DARWIN M. / PATONONA, REX M.

- a. Binds theses, dissertations, field practice reports, case studies and narrative reports of graduating students and other job request;
- b. Cleans the lawns, library building & surroundings;
- c. Does shelving, shelf-reading and conducts annual inventory on assigned areas;
- d. Mans the entrance/exit area, lockers of bags as the need arises;
- e. Renders overtime work in binding AACUP, ISO, ISA, CHED and other accreditation documents;
- f. Performs other functions as assigned by the Chief Librarian.

The aforementioned duties and responsibilities of our male JO workers are very much needed for the upcoming gradual reopening of face-to-face classes starting March 21, 2022. With the face-to-face classes, the library workforce is divided into three (3) groups with shifting hours for the library to open from 7:00 am to 6:00 pm (Monday to Friday) and Saturdays from 8:00 am to 5:00 pm to serve our patrons and other interested parties.

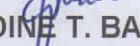
Considering the gradual reopening of face-to-face classes, the Library would like to request your good office to grant the implementation of the approved 15 days of work for the above




JOs charge to STF – Library Fund. One of the JO workers was transferred to other department and there is a need of additional personnel to do the above duties and responsibilities. Granting 15 days to the above personnel would answer the urgent need of the Library so as not to jeopardize its services especially in the gradual reopening of face-to-face classes.

Thank you for your positive response to this request. God bless and keep safe!

Sincerely,


GERALDINE T. BARO
Head, Technical Services

Recommending approval:


VICENTE A. GILOS
Chief Librarian

ALELI A. VILLOCINO
VP for Student Affairs & Services

DANIEL LESLIE S. TAN
Chairperson, NAPB
VP for Administration & Finance

Approved:

EDGARDO E. TULIN
President



OP# 2437
2/23/

January 28, 2021

DR. EGARDO E. TULIN

President

Visayas State University

THRU: DR. REMBERTO A. PATINDOL

Chairperson, NABP

& VP for Admin. & Finance

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NABP 36
02 FEB 2021
[Signature]

Dear Dr. Tulin:

This is in reference to OP Memorandum Circular No. 02 Series of 2021 which pertains to the number of days for Job Order workers to render service.

The Office of the Chief Librarian would like to appeal to your good office to grant at least 15 days to five (5) JOs assigned at the library because of the following reasons:

1. In the bindery, three (3) Library JOs are in charge of the repairs of books and binding of loose journals which is very essential in the preservation and conservation of library materials;
2. These same three (3) Library JOs are also in charge of the binding of theses, dissertations, case studies of graduating students and accreditation-related documents;
3. Aside from the bindery work, these three (3) JOs are in charge of the maintenance of the 3-storey building and surroundings (cleaning, grass cutting, carpentry & other maintenance functions);
4. One (1) JO is assigned in doing eBook conversion of students' theses, dissertations, case studies of graduating students;
5. Another one (1) JO is assigned in doing clerk tasks at VSU-HIS Library. During this pandemic, one of her important job is to print theses, dissertation and case studies; and
6. Other assigned tasks requested by the immediate supervisor.

Currently, the library JOs are working 7 days per month and considering the above-mentioned functions we have observed that the days granted is not enough to finish the tasks. Granting them at least 15 days/month (the least number of days in the said memo) would be fair for all these workers likewise increase work productivity. On the other hand, this will greatly support their families amidst this pandemic.

Thank you for your kind attention and favorable action to this request.

Very truly yours,

VICENTE A. GILOS

Chief Librarian