



MARCH 2020	GROUPINGS	ASSIGNMENTS
March 18, 2020	Mr. Crisanto A. Mazo Mr. Jose F. Saulan  Mr. Tirso E. Igot, Jr.	Binding of Theses Processing of documents, cleaning, and grass cutting of library surroundings Processing of documents, cleaning, and
March 18, 2020	SUPPORT STAFF (Job Orders)  Mr. Jose Danielo S. Anib Mr. Darwin M. Labata Mr. Melfar M. Matugas Mr. Rex Patonona	Computer Literature Services (CLS)  Binding of Theses and Dissertation
March 18-19, 2020	HS Library Staff – Ms. Liza G. Urate Mr. Constancio R. Patonona	Pull out Catalog Cards of Weeded out books Watched at the Control Area
March 18-19, 2020	Ms. Mercedes V. Fornes   Ms. Maria Agnes P. Hermano	Accessioning of books Labelling of books Encoding of classified & catalogued books  Prepare PR/PPMP for recommended books by Colleges component Consolidate IPCR Target – Jan.-June 2020 Prepare Daily Sales, Collections & Remittances Prepare Monthly Sales, Collections & Remittances

Submitted by:

  
**ANDRELI D. PARDALES**  
Chief Librarian



### Office of the Chief Librarian

### VSU LIBRARY'S FLEXIBLE / ALTERNATIVE WORK ARRANGEMENTS

MARCH 16-20, 2020

MARCH 2020	GROUPINGS	ASSIGNMENTS
March 16	All Library Staff H.S. Library Staff	Cleaned, sanitized the 2 <sup>nd</sup> floor, H.S. Library
March 17	<b>Group I</b> Mr. Vicente A. Gilos Ms. Andreli D. Pardales Ms. Sheira May T. Camacho Ms. Rommel D. Braga Ms. Maria Agnes P. Hermano (In lieu of Ms. Mariel Lacambra) - Sick	Cataloging of Theses Listing of BS Math Books Circulation Section Control Area Serials Section
March 18	<b>Group II</b> Ms. Geraldine T. Baro Mr. Jose F. Saulan Mr. Tirso E. Igot, Jr.	Circulation Section Serials Section Control Area
March 19	<b>Group III</b> Mr. Vicente A. Gilos Ms. Mercedes V. Fornes Mr. Crisanto A. Mazo	Circulation Section Serials Section Control Area
March 18-19	HS Staff Ms. Jovelyn H. Mabuan Ms. Liza G. Urate	Pull out Catalog card of weeded out books
Work at Home/Self Quarantine (Librarians)		
March 17	Ms. Geraldine T. Baro Ms. Mariel E. Lacambra	Bibliography of books MED Sick Leave
March 18	Mr. Vicente A. Gilos Ms. Andreli D. Pardales  Ms. Mariel E. Lacambra Ms. Sheira May T. Camacho	Bibliography – BS Math List of Books for BS Mathematics (Continuation) Sick Leave Bibliography of BS Agriculture, Horticulture
March 19	Mr. Vicente A. Gilos Ms. Andreli D. Pardales  Ms. Mariel E. Lacambra Ms. Sheira May T. Camacho	Continue working on making bibliography Bibliography of Books for BS Animal Science  Sick Leave Indexing of Journal articles through DLM; Cataloging
March 18-19	Ms. Crisilda Marie Roble (J.O.) Ms. Aileen T. Morquianos (J.O.)  Mr. Jose S. Anib (J.O.)	Encoding of indexed journal articles to DLM Encoding of the undergraduate and graduate theses/dissertations to DLM Convert theses and dissertation document files to e-book
March 20	All Library Staff	Performing duties and responsibilities in their assigned units / sections

Vision: A globally competitive university for science, technology, and environmental conservation

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



**VISAYAS**  
STATE UNIVERSITY



**University Library**

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March 17, 2020

DR. EDGARDO E. TULIN  
VSU President  
VSU, Baybay City, Leyte

Dear Dr. Tulin:

Submitting herewith the VSU Library's Flexible / Alternative Work Arrangements March 16-20, 2020

Respectfully yours,

  
**ANDRELI D. PARDALES**  
Chief Librarian