

College of Medicine Library Personnel



MA. REDEN M. CAPADOSA, RL, MLIS
College Librarian II

College Librarian II

General Work Responsibility

The College Librarian promotes the optimum use of the library facilities and capital resources for students, faculty, alumni, and administrative staff of the College of Medicine in consonance with the mission, vision, and objectives of the college; prepares and facilitates the acquisition of books, journals, and equipment for procurement; formulates library policies; establishes rules and regulations and recommends these to the library committee; maintains record and keeps statistics; and prepares reports and communications. Other responsibilities include cataloging and classification, and conducting physical inventory annually.



GELYN MAE T. GIGARE, RL
Librarian I

Librarian I

General Work Responsibility

The Librarian I takes charge of the services and functions of the library and provides easy access to materials for the library users. The librarian performs inventory in the section assigned in coordination with the college librarian. The librarian I also identifies the collections to be bound/repared or to be reviewed by the library committee for eventual weeding.



LEZLIE N. CABREJAS
Library Staff: Job Order

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General Work Responsibility

1. Encodes bibliographic information of researches to HERDIN.
2. Encodes journal articles to Destiny Library Management (DLM) System.
3. Indexes medical journals.
4. Assists clients in the computer section for internet and printing needs.
5. Helps in shelving books, periodicals/medical journals and research papers.
6. Maintains the cleanliness and orderliness of the library.
7. Does other related work that may be assigned by the immediate supervisor.