



Career Opportunities for



Department of Social Welfare and Development

Human resource Development Bureau (HRDB), 1/F DSWD
Central Office, IBP Road, Batasan Pambansa Complex,
Constitution Hills, Quezon City, Philippines 1126

Capacity Building Bureau (CBB), 4/F DSWD Central Office, IBP
Road, Batasan Pambansa Complex, Constitution Hills, Quezon
City, Philippines 1126

Email: cbb@dswd.gov.ph

Administrative Officer IV (Library Assistant)

- Bachelor's Degree in Library and Information Science or related fields
- Preferably with 1 year working experience in library management and knowledge management in libraries. Established experience in the administration and supervision of library, such as provision of library services, utilization of an integrated library system, collection development and management and facility management
- Preferably with at least 4 hours of training in any of the following: communication, organizational development, library management
- Preferably a Licensed Librarian (RA 1080)