



OFFICE OF THE CITY MAYOR

LIBRARY SERVICES

**ORGANIZATIONAL STRUCTURE
2024**

VISION

The **Cotabato City Public Library** would provide the expanded information, give services for the technical and managerial advance capabilities of the Filipinos and contribute to the full development of the family, the community and the society.

MISSION

The **Cotabato City Public Library** shall focus toward a better quality life for all Filipinos by providing information necessary to develop skills in making an individual a productive member of the society. It shall endeavor to obtain reference materials appropriate for the development of high level professionals and the productive capacity of the city human resource based towards international competitiveness.

DEFINITION OF TERMS :

General Reference – these materials provide in depth information on a broad of subjects (e.g. encyclopedia, dictionaries, almanac, bibliography, etc.)

Research – a collection in the library that supports the research with specialization in an academic discipline of field. Most collection include primary sources (manuscripts) and bibliographic tools needed to conduct an exhaustive search.

Periodic – a collection containing magazines, journals, newspapers, and other ephemeral materials.

Local Governance – an area in the library that contains publications related to Cotabato City.

Widely – recognized government programs, and the text of bills, resolutions, ordinances, reports, periodicals, and other resource materials used by the City Government.

MEMBERSHIP - this is a privilege to interested users who would like to extract or barrow books or reading materials outside the library.

- **No fee** is charge for the books/reading materials borrowed
- **Valid identification card** must be presented

HOW TO BORROW BOOKS

SERVICES RENDERED	Processing Time (under normal circumstances)	RESPONSIBLE PERSON
1.Checking of References and Release of Borrowed Book	1 minute	CATHERINE N. UKA Librarian III
2. Catalogue and Classify Books	5 minutes	
3. Library In Charge- Check the References, You will be informed about the Date when the book is to be returned. The Book will then be released	1 minute	EDWIN JOSEPH S. ALBANO Administrative Aide IV RUBY D. SATAR Library Aide
4. MAKE PAYROLL and Assist Readers	20- 30 minutes	RUBY D. SATAR Library Aide
5. Messenger and Errands		MARICEL G. MINGKAEL ALPHATAH DELA CRUZ SATAR

HOW TO AVAIL THE SERVICE

FOLLOW THESE STEPS
1. Approach the Library Staff

2. Present Your I.D
3. Register in the Logbook

DUTIES AND FUNCTION

NAME	POSITION	Place of Assignment	Duties and Function	Actual Function
MS. CATHERINE N. UKA	Librarian III	CMO- Library Service	Supervise and manage the library , Work with department heads. Gives instruction & orders to Assists in reference materials.	Supervisor Manager Head of the Office Facilitator Controller Gives Command
MR. EDWIN JOSEPH S. ALBANO	Administrative Aide IV	CMO- Library Service	Prepare record keeping Prepares incoming/outgoing correspondence Prepares monthly statistical report	Doing the Errands Assisting
MS. RUBY D. SATAR	Library Aide	CMO- Library Service	Receive/Record incoming/outgoing document	Errands assisting
MS.MARICEL G. MINGKAEL	Library Aide	CMO- Library Service	Assist in filling of documents	Errands assisting
MR. ALPHATAH DELA CRUZ SATAR	Library Aide	CMO- Library Service	Receive/Record incoming/outgoing document	Errands assisting
MS. MONAISA S. ACOB	Library Aide	CMO- Library Service	Assist in filling of documents	Errands assisting

**OFFICE OF THE CITY MAYOR
LIBRARY SERVICES**



HON. FERDINAND ROMUALDEZ MARCOS JR.
17th President



HON. AHOD BALAWAG EBRAHIM
Chief Minister



HON. MOHAMMAD ALI DELA CRUZ
MATABALAO
City Mayor

ORGANIZATIONAL CHART



MS. CATHERINE NALZARO - UKA
Librarian III



MR. EDWIN JOSEPH S. ALBANO
Administrative Aide IV

CONTRACTUAL



MS. RUBY D. SATAR
Library Aide



MARICEL G. MINKGAEL
Library Aide



ALPHATAH DELA CRUZ SATAR
Library Aide