



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**HUMAN RESOURCE MANAGEMENT OFFICE**

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

**1. One (1) Guidance Facilitator – SG6  
(Under Job Order Status; To be assigned at the Office of Guidance and  
Counseling, BatStateU – Pablo Borbon)**

**Education:** Agraduate of Psychology or any Social Science courses

**Experience:** At least 6 months in school counselling

**Expertise:** School counseling or Counseling Psychology

**Salary Grade 1 – (105.85/hour)**

**Duties and Responsibilities:**

- Conducts Guidance Orientation for students and faculty.
- Distributes, retrieves and organizes Student Information Sheet (SIS)
- Maintains and updates student's cumulative records
- Conducts routine interview with freshmen and transferees
- Conducts exit interviews for transferees, shifters and graduating students
- Facilitates student appraisal through referral
- Accepts request and prepares certificate of good moral character
- Evaluates the Guidance services
- Plans, prepares and conducts Educational Seminars on preventing and addressing the academic, career and personal-social development concerns of students (one per year level per semester)
- Coordinates Guidance activities to the Department/College Deans
- Facilitates case consultation with Guidance Head, parents/guardians, faculty and other stakeholder
- Refers to the Guidance Head and or Asst. Director students for further assessment, counseling, interventions, and outside referral
- Partakes in the planning, development, implementation and evaluation of Plan of Action and Calendar of Activities
- Collaborates with the Office of Student Organization and Activities (SOA) and the Office of Student Discipline (OSD) in the planning and conduct of orientation for freshmen and transferees
- Conducts students' need assessment
- Communicates students' assessment and feedback on student appraisal to the Guidance Head
- Conducts classroom visitations and group dynamic activities/classroom guidance
- Conducts individual and group guidance
- Partakes in Career Guidance for high school and college students in the University and of the private and public schools in and outside the Province
- Maintains and updates Bulletin Board
- Issues admission slip
- Maintains logsheet.logbook for clientles and visitors
- Attends the regular meeting
- Partakes in the employee development and and cultural activities of the Universities
- Attends and echo trainings and seminar-workshops for Guidance Personnel
- Prepares evaluation, summary reports, and accomplishment reports to be submitted

to the Guidance Head

- Maintains harmonious working relationship with stakeholders of the University-administrators, college deans, class advisers, faculty and employees.
- Practices ethics in guidance and counseling (see ACA Code of Ethics)
- Performs other related tasks from time to time.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject **ATTN: Application for Guidance Facilitator**. Submission of application is only from **January 29, 2021 to February 7, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.