



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. Four (4) Guidance Facilitator – SG 6  
(Under Job Order Status; To be assigned at the Office of Guidance and Counseling, Alangilan, Lobo, Balayan and Mabini Campuses)**

**Education:** A graduate of Psychology or any Social Science courses

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

**Expertise:** School counseling or counseling psychology

**Salary Grade 6 – (105.85/hour)**

**Duties and Responsibilities:**

❖ *As lifted from the Section 4 of the Guidance Manual*

**Section 4. Guidance Facilitator, Office of Guidance and Counseling.** Under the supervision of the Director of OSAS, Assistant Director of Guidance and Counseling and the Guidance Head, the duties and responsibilities of the Guidance Facilitator are the following:

- 4.1 Conducts guidance orientation for students and faculty.
- 4.2 Distributes, retrieves and organizes students information sheets (SIS) and student information updating form (SIUF)
- 4.3 Maintains and updates student's cumulative records.
- 4.4 Conducts exit interviews for transferees, shifters and graduating students
- 4.5 Conduct routine interview with freshmen and transferees
- 4.6 Facilitates student appraisal through referrals
- 4.7 Issues certificate of good moral character in the absence of the guidance head and coordinator
- 4.8 Evaluates the guidance services
- 4.9 Conducts educational seminars on the holistic development of the students
- 4.10 Coordinates guidance activities with the College Deans
- 4.11 Facilitates case consultations
- 4.12 Identifies students requiring further assessment, counseling, interventions and outside referral
- 4.13 Partakes in the planning, development, implementation and evaluation of plan of action and calendar of activities
- 4.14 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
- 4.15 Conducts student's need assessment
- 4.16 Communicates students' assessment and feedback on student appraisal to the Guidance Head
- 4.17 Conducts classroom visitations and group dynamic activities
- 4.18 Conducts individual and group guidance
- 4.19 Participates in career guidance activities organized for high school and college students in the University and of the private and public schools in and outside the Batangas province

- 4.20 Maintains and updates bulletin boards
- 4.21 Issues admission slip
- 4.22 Maintains log sheet/logbook for clientele and visitors
- 4.23 Attends regular meetings
- 4.24 Participate in the employee development and cultural activities of the University
- 4.25 Attends and conducts echo trainings and seminar-workshops for guidance personnel
- 4.26 Submits evaluation, summary reports and accomplishment reports to the guidance head
- 4.27 Gives the counselor's evaluation forms to student/s after every session
- 4.28 Retrieves and tallies the result of the evaluation forms
- 4.29 Maintains harmonious working relationships among stakeholders of the University
- 4.30 Practices ethics in guidance and counseling (see ACA Code of Ethics)
- 4.31 Performs other related task that may be assigned by higher authorities

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo**, thru **Engr. Suzette M. Mercado Head of HRMO**, together with your updated resume, transcript of records and other credentials at [hrmo.alagilan@g.batstate-u.edu.ph](mailto:hrmo.alagilan@g.batstate-u.edu.ph) with the subject **ATTN: Application for Guidance Facilitator**. Submission of application is only from **January 25, 2021 to February 3, 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.