



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

Human Resource Management Office

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

Position	:	One (1) Administrative Aide VI (Under Job Order Status; To be assigned at the Office of the Guidance and Counseling)
Salary Grade	:	6 (105.85/hour)
Education	:	Bachelor of Science in Psychology (Preferably with Units / Masters' degree in Guidance and Counseling/ Psychology)
Experience	:	With at least six (6) months experience in guidance work or related field.
Training	:	N/A
Expertise	:	Good communication skills, interpersonal skills and proficient in the use of Microsoft application.

Duties and responsibilities :

- Conducts guidance orientation for students and faculty;
- Distributes, retrieves, and organizes student information sheets (SIS) and student information updating form (SIUF);
- Maintains and updates students' cumulative records;
- Conducts routine interview to freshmen students and transferees;
- Conducts exit interviews for transferees, shifters and graduating students;
- Facilitates student appraisal through referrals;
- Issue's certificate of good moral character in the absence of the guidance head and coordinator;
- Evaluates the guidance services;
- Conducts educational seminars on the holistic development of the students;
- Coordinates guidance activities with the College Deans;
- Facilitates case consultation;
- Identifies students requiring 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 Organizations and Activities (SOA) and the Office of Student Discipline (OSD) in the planning and conduct of orientation for freshmen and transferees;
- Conducts students' needs assessment;
- Communicates students' assessment and feedback on student appraisal to the Guidance Head;
- Conducts classroom visitations and group dynamic activities;
- Conducts individual and group guidance;
- 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 of Batangas Province;
- Maintains and updates of Bulletin boards;
- Issue's admission slip;
- Maintains logsheet /logbook for clienteles and visitors;
- Attends regular meetings;
- Participates in the employee development and cultural activities of the university;
- Attends and conducts echo trainings and seminar-workshops for guidance personal;
- Submits evaluation, summary and accomplishment reports to the guidance head;
- Gives the counselor's evaluation form to the student/s after every session;
- Retrieves and tallies the result of the evaluation forms;
- Maintains harmonious relationships among stakeholders;
- Practices ethics in guidance and counseling (see ACA code Ethics); and
- Performs other related tasks as may be assigned by the immediate supervisor.



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Qualified applicants may send the following documents at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI**.

1. Application letter with applicant's signature addressed to:

Dr. PHILIP Y. DEL ROSARIO

Chancellor

Batangas State University JPLPC Malvar

Thru: FLORINA P. SANTIAGO, MSc, Rpm

Head, HRMO

Batangas State University JPLPC - Malvar

2. Scanned copy of Updated resume / fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph ;
3. Scanned copy of Diploma and Transcript of Records;
4. Scanned copy of other credentials such as Certificate of Employment (COE) if previously employed; Good Moral (*if Newly Graduate*); certificate of eligibility/rating/license (*if applicable*); and Relevant Certificate of Trainings / Seminars attended within the last five (5) years.

Kindly combine all the application documents into one attachment only. Only complete application documents will be processed. Submission of application is from June 21, 2021 – June 30, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170.