



Republic of the Philippines
BATANGAS STATE UNIVERSITY ALANGILAN
Alangilan, Batangas City

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 Counselor I

(Under Job Order Status; To be assigned at the Office of Guidance and Counseling– BatStateU Alangilan)

Education: Master's degree in Guidance and Counseling

Experience: At least 6 months relevant experience

Competencies: Knowledge on Guidance and Counseling; Records and Data Management; Problem Solving and Decision Making Skills; Interpersonal Skills; Communication Skills; and Professional Integrity

Eligibility: RA 1080

Salary Grade 10 – (144.58/hour)

Duties and Responsibilities:

- Conducts individual and group guidance ; routine interviews and exit interviews for transferees, shifters and graduating students;
- Conducts classroom visitations, group dynamic activities / homeroom guidance class;
- Issues admission slips;
- Conducts orientation activity among students, faculty & parents;
- Distributes, retrieves & organizes student information sheet as well as maintaining and updating students' cumulative record;
- Facilitates case consultation with the Guidance and Counseling Head, parents,/guardians, faculty and other stakeholders and refers students to the Guidance and Counseling Head for further assessment, counseling, intervention & outside referral;
- Prepares evaluation, summary reports & accomplishment reports to be submitted to the Guidance and Counseling head;
- Accepts request and prepares certificate of Good Moral Certification;
- Perform other job-related duties as assigned.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, December 29, 2021.**

1. Application Letter.
2. Updated resume.
3. 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;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials:
 - Certificate of Seminars/Training attended; and
 - Certificate of Employment (if previously employed)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the **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 recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the **Subject - ATTN: Application as Guidance Counselor I. Submission of application is only from December 20, 2021 to December 29, 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 2105.