



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 Facilitator

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

Education: Graduate of BS Psychology or any Social Science courses

Experience: At least 6 months relevant experience

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

Eligibility: None

Salary Grade 6 – (110.45/hour)

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 with freshmen and transferees;
- Conducts exit interviews for transferees, shifters and graduating students;
- Facilitates student appraisal through referrals;
- Issues 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 consultations;
- 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 out-side the Batangas province;
- Maintains and updates bulletin boards;
- Issues admission slip;
- Maintains logsheet/logbook for clientele and visitors;
- Attends regular meetings;
- Participate in the employee development and cultural activities of the University;
- Attends and conducts echo trainings and seminar-workshops for guidance personnel;
- Submits evaluation, summary reports, and accomplishment reports to the guidance head;
- Gives the counselor's evaluation form to student/s after every session;
- Retrieves and tallies the result of the evaluation forms;
- Maintains harmonious working relationships among stakeholders of the University;
- Practices ethics in guidance and counseling (see ACA Code of Ethics); and
- Performs other related tasks that may be assigned by higher authorities.

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 Facilitator. 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.