



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, January 14, 2022.**

1. Updated resume.
2. 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](http://www.csc.gov.ph);
3. Scanned copy of Transcript of Records;
4. Scanned copy of Diploma;
5. 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](mailto:recruitmentandhiring.alangilan@g.batstate-u.edu.ph) with the **Subject - ATTN: Application as Guidance Counselor I. Submission of application is only from January 5, 2022 to January 14, 2022.**

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.