



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University
ARASOF-Nasugbu Campus

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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 position:

POSITION:	Guidance Counselor II
ITEM NO.:	BTSUB-GUIDC2-1-2021
SALARY GRADE:	12
MONTHLY SALARY:	P 29,165.00 plus P2,000.00 PERA
STATUS:	Permanent
PLACE OF ASSIGNMENT:	Office of Guidance and Counseling

QUALIFICATION STANDARDS:

EDUCATION:	Master’s degree in Guidance and Counseling
TRAINING:	None Required
EXPERIENCE:	None Required
ELIGIBILITY:	RA 1080 (Guidance Counselor)

Duties and Responsibilities:

- Designs and implements guidance and counseling program that will help the students in their academic and personal problems that affect their studies, relationship with peers, professors, school personnel and other individuals.
- Attends to the students requesting for guidance and counseling services and keeps anecdotal records to track the progress of the students with behavioral problems;
- Imparts to students, faculty and employees’ relevant issues and events from which they will gain psychological growth;
- Entertains complaints, suggestions/recommendations pertaining to student development;
- Keeps and updates cumulative records and other information pertaining to student behavior in collaboration with the advisers and other school personnel to ensure timely information when needed;
- Conducts orientation program on school rules and regulations to help the new students adjust to the new school environment.
- Plans and implements career guidance program by inviting resource persons from different colleges and universities;
- Determines the causes of students’ disabilities and of the prevalence of absences, dropouts, failures by conducting study or research, to help the concerned students and minimize the rate of dropouts and failures; 9. Conducts related research to improve the services offered;
- Performs other related work.

Qualified applicants may submit the following documents:

1. **Signed** Application Letter addressed to the President in the ff format (*kindly indicate the position and office you're applying*):

Dr. TIRSO A. RONQUILLO

President

This University

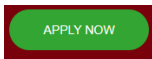
Thru: **Dr. ENRICO M. DALANGIN**

Chancellor

BatStateU ARASOF-Nasugbu

2. Fully **accomplished Personal Data Sheet (PDS) and Work Experience Sheet** with recent passport- sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. **Performance rating** in the last rating period (if applicable);
4. Original copy of Authenticated **Certificate of Eligibility/Rating/License**;
5. Original copy of Authenticated **Transcript of Records and Diploma**;
6. Photocopy of other credentials:
 - **Certificate of Employment (COE)** if previously employed; and
 - **Relevant Certificate of Trainings/Seminars Attended** within the last five (5) years.

Submission of the application documents may be done thru any of the following:

1. **HRMO ARASOF-Nasugbu** – located at the back of the Joson Gymnasium, BatStateU ARASOF-Nasugbu Campus.
2. https://emc2.batstate-u.edu.ph/hr/publcs/job_view/2604 then click the  button.
3. recruitment.nasugbu@g.batstate-u.edu.ph with the subject: **ATTN: Application for Guidance Counselor II at Office of Guidance and Counseling.**

Submission of application documents is from **July 11, 2024 to July 21, 2024.**

NOTE: INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information, you may call (043) 416 0350 local 402 or (0919) 079 0673.