



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University
Alangilan Campus

Golden Country Homes, Alangilan, Batangas City, Batangas, Philippines 4200

Tel. No.: (+63 43) 425-0139 loc 2105; Cell. No.: +63936-933-9835

E-mail Address: hrmo.alangilan@g.batstate-u.edu.ph | Website Address: <http://www.batstate-u.edu.ph>

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. Two (2) Guidance Facilitator

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

Education: Graduate of Psychology or any Social Science courses.

Experience: Preferably with experience in school counseling.

Competencies: Excellent listening and communication skills; Understanding confidentiality and profession boundaries; Passionate working with students.

Salary: 119.68/hour

Duties and Responsibilities:

- Conducts guidance orientation for students and faculty;
- Distributes, retrieves and organizes student information sheets (SIS) and student information updating from SIUF);
- Maintains and updates student cumulative records;
- Conducts routine interview with freshmen and transferees;
- Conducts exit interviews for transferees, shifters and graduating students;
- Facilitates student appraisal through referrals;
- Accepts request and prepares Certificate of Good Moral Character (CGMC);
- Evaluates the guidance services;
- Plans, prepares and conducts Educational Seminars on preventing and addressing the academic, career and personal-social Developmental concerns of students (one per year level per semester);
- Coordinate's guidance activities with the College Deans;
- Facilitates case consultation with Guidance Head, parents/guardians, faculty, and other stakeholders;
- Refers to the Guidance Head the students for 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 Students Organizations and Activities (SOA) and the Office of Student Discipline (OSD) in the planning and conduct of orientation for freshmen and transferees;
- Conducts student needs assessment;
- Communicates student's assessment and feedback on student's appraisal to the Guidance Head;
- Conducts classroom visitations and group dynamic activities/classroom guidance;
- Conducts individual and group guidance;
- Partakes in the career guidance activities organized for high school and college students in the University and of the private and public schools in and outside the Batangas Province;
- Maintains and updates bulletin boards;
- Issue's admission slip;
- Maintains log sheet/logbook for clienteles and visitors;
- Attends regular meetings;
- Partakes in the employee development and cultural activities of the University;
- Attends and conducts echo trainings and seminar-workshops for guidance personnel;
- Submits evaluations, summary reports, and accomplishment reports to the Guidance Head;



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Human Resource Management Office

- Maintains harmonious working relationship among stakeholders of the University;
- Practice's ethics in guidance and counseling (see CAA Code of Ethics); and
- Performs other related tasks from time to time.

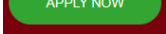
Qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to:

Dr. Tirso A. Ronquillo
University President

Thru: **Engr. Suzette M. Mercado,**
Head of HRMO - Alangilan,

1. 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
2. Updated Resume;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificates of Eligibility (if applicable);
5. Photocopy of certificates of Employment & Trainings attended; and
6. Photocopy of Transcript of Records and Diploma.

Submission of application documents may be done thru the following from August 12-22, 2024:

- https://emc2.batstate-u.edu.ph/hr/publcs/job_view/2763 then click the  button.
- Email: recruitmentandhiring.alangilan@g.batstate-u.edu.ph with the subject:
Re: Application for Guidance Facilitator - OGC
- **Hard copy of complete documents: HRMO Alangilan** located at 3rd floor, Student Services Center, BatStateU Alangilan Campus

NOTE: THESE APPLICATION DOCUMENTS SHOULD SUBMITTED THRU THEBATSTATEU WEBSITE ONLY. FOR STRICT COMPLIANCE.

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) 425-0139 local 2105.