



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**

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

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E-mail Address: [recruitmentandhiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentandhiring.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:

#### **One (1) Guidance Services Specialist I**

**(Under Part-time Status; To be assigned at the Office of Guidance and Counseling Office (BatStateU - TNEU Alangilan))**

**Education:** Graduate of Master in Guidance and Counseling.

**Experience:** At least 1-year relevant experience.

**Competencies:** Counseling Skills; Intervention Planning and Development Skills; Stress Management Skills; Psychological Report Writing; Group and Activity Facilitation; Problem Solving and Decision Making; Communication Skills; Interpersonal Skills; Technology Skills; Professional Integrity; and Records and Data Management.

**Eligibility:** Registered Guidance Counselor.

**Salary:** **Php**270.49 per hour (16 hours/week)

#### **Duties and Responsibilities:**

- Assist in the administration and clarification of policies and procedures related to OGC;
- Assist in the supervision of the coordinators and staff in the monitoring of students and preparation of the pertinent reports and coordination of all activities with the concerned offices;
- Conducts individual and group guidance, routine interviews and exit interviews for transferees, shifters and graduating students;
- Promote the aim of the university to cause the formation of young men and women for intellectual, moral and professional competence with a responsible involvement in the development of the community;
- Plan and prepare the guidance and counseling program, together with the coordinators/persons-in-charge of campuses/colleges/departments in accordance with the University's vision and mission;
- Developing and implementing counseling strategies with contemporary methods of mentoring;
- Completing evaluations, analyzing results, and providing purposeful feedback;
- Cooperating with parents, academic staff, and other stakeholders of the University;
- Evaluate needs for research and program development;
- Planning and conducting career interventions and mentoring;
- Ensure that ethical standards are observed by the guidance personnel;
- Identify programs for student development and value information;
- Gather valid and reliable bases of information on matters pertaining to student behavior and other concerns;
- Extend assistance and guidance to students in matters pertaining to personal problems that affect their behavior, academic performance and relationship with others;
- Conduct activities on issues and concerns to enhance the students' holistic development; and
- Perform other related tasks as required by the OGC Head;

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](http://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);

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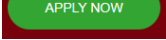
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5. Photocopy of certificates of Employment & Trainings attended; and
6. Photocopy of Transcript of Records and Diploma.

Submission of application documents may be done thru the following from October 28, 2024 - November 6, 2024:

- [https://emc2.batstate-u.edu.ph/hr/publics/job\\_view/2124](https://emc2.batstate-u.edu.ph/hr/publics/job_view/2124) then click the  button.
- Email: [recruitmentandhiring.alangilan@g.batstate-u.edu.ph](mailto:recruitmentandhiring.alangilan@g.batstate-u.edu.ph) with the subject:  
**Re: Application for Part-time Guidance Services Specialist – OGC**
- **Hard copy of complete documents: HRMO Alangilan** located at 3rd floor, Student Services Center, BatStateU Alangilan Campus

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.