

(As of May 30, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(2) Guidance Counselors -1 (SG 11) Contractual

(P27,000.00/month)

For Sarmiento Campus and San Rafael Campus

for the **Guidance & Counseling Services Center** with the following **QUALIFICATIONS**:

- **Education:** Master's Degree in Guidance and Counseling
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** RA 1080 (Registered Guidance Counselor)

DUTIES and RESPONSIBILITIES:

- Plan, formulate and revise the integrated wellness program activities based on the needs of the students in their respective campus assignment.
- Schedule and oversee the administration of psychological testing in coordination with the psychometricians assigned in the satellite campus.
- Prepare all documents as needed for compliance during the visits of the different accrediting bodies.
- Provide counseling services depending on students' needs through individual, group and e-counseling.
- Performs the other services such as information, individual inventory, referral, and follow-up.
- Perform related tasks as maybe assigned by the Head of the Guidance and Counseling Services External

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by government agency);
4. Performance rating in the last rating period (for private companies/ institution) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar / Certificates attended for the last five (5) years
 - Certificate of Board of Ratings / Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer.

NOTE:

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

The applicants will not be discriminated on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

Deadline of application is until June 09, 2023.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

In line with the IATF guidelines, the CHRMO is strictly taking precautionary measures and will be doing the hiring process online.

Please be guided accordingly.

Thank you.


ISABELITA C. BENEDICTOS

Director, Administrative Management Service and
Assistant Director, CHRMO