



BENGUET STATE UNIVERSITY
HUMAN RESOURCE MANAGEMENT OFFICE

We Are HIRING

GUIDANCE COUNSELOR I

**FOR ONLINE APPLICATION PLEASE SCAN THE QR
CODE OR VISIT THE LINK BELOW FOR FUTURE
JOB OPPORTUNITIES**

<https://bsu.edu.ph/job-opportunities/>

Application Period

APPLY NOW!

April 25 to May 07, 2025

Until 5 PM Only!





BENGUET STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE

GUIDANCE COUNSELOR I

STATUS: PERMANENT

**MONTHLY RATE -
PHP 30,024/MONTH**

**OFFICE OF STUDENT SERVICES – GUIDANCE AND
COUNSELING UNIT**

Minimum Qualification Standards:



Education: Master's degree in
Guidance and Counseling



Experience: None required



Training: None required



Eligibility: RA 1080
(Guidance Counselor)

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DUTIES AND RESPONSIBILITIES

CORE FUNCTIONS (60%)

- **Plan, organize, and implement a comprehensive guidance program for learners**
- **Conduct individual and group guidance and counseling to learners**
- **Organize and conduct trainings, workshops, seminars, and the like for learners**
- **Prepare documentation of all individual and group counseling services through the updating of individual inventories**
- **Conduct referral services to students who need professional attention inside and outside the University**
- **Conduct follow-up activities for students who are given guidance and counseling intervention**
- **Conduct case consultation meetings to relevant parties**
- **Act as a resource speaker to topics within the mandate of guidance and counseling services to requesting student organizations and institutions which have existing Memorandum of Agreement (MOA) with the BSU-Guidance and Counseling Unit**

Apply Now!



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DUTIES AND RESPONSIBILITIES

STRATEGIC FUNCTIONS (25%)

- **Create IEC materials to enhance the skills of learners**
- **Participate in research-related activities of the Office**
- **Prepare needs-based report on student concerns and evaluate programs for improvement of services**

SUPPORT FUNCTIONS (15%)

- **Other functions delegated by immediate supervisors**

Apply Now!



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EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

- **ALL QUALIFIED APPLICANTS WILL RECEIVE EQUAL CONSIDERATION FOR EMPLOYMENT AND ADMISSIONS WITHOUT REGARD TO COLOR, RELIGION, SEX, GENDER IDENTITY OR EXPRESSIONS, ETHNICITY, AGE, PHYSICAL CONDITIONS, AND ANY OTHER CHARACTERISTICS PROTECTED BY THE LAW**

DATA PRIVACY NOTICE

- **YOUR PERSONAL DATA SHALL BE PROCESSED IN ORDER TO INITIATE THE APPLICATION PROCESS. WHEN YOU ARE NOT HIRED, YOUR PERSONAL DATA SHALL BE REMOVED FROM THE RECORDS OF THE UNIVERSITY AND ALL DOCUMENTS RETURNED TO YOU AS PROVIDED FOR BY THE UNIVERSITY'S MERIT SELECTION PLAN. THESE MAY BE RETAINED FOR FUTURE SELECTION PROCESSES ONLY UPON YOUR WRITTEN CONSENT**



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CHECKLIST OF APPLICATION REQUIREMENTS

1. APPLICATION LETTER ADDRESSED TO THE UNIVERSITY PRESIDENT, KENNETH ALIP LARUAN (SPECIFYING THE POSITION APPLIED FOR AND ITS ITEM NUMBER IF APPLICABLE, AND DATE OF PUBLICATION)

2. FULLY ACCOMPLISHED PERSONAL DATA SHEET (PDS), INCLUDING THE WORK EXPERIENCE SHEET (CS FORM NO. 212 ATTACHMENT FORM) WITH RECENT PASSPORT-SIZED PICTURE WITH NAME AND SIGNATURE (CS FORM NO. 212, SERIES OF 2017) WHICH CAN BE DOWNLOADED AT WWW.CSC.GOV.PH

3. PHOTOCOPY OF OTR OR CERTIFICATION OF GRADES WITH THE TOTAL UNITS REQUIRED FOR THE DEGREE (BASIS IN THE DETERMINATION OF UNITS EARNED)

4. PHOTOCOPY OF EMPLOYMENT CERTIFICATE /SERVICE RECORD

5. PHOTOCOPY OF REQUIRED ELIGIBILITY OR PROFESSIONAL LICENSE

6. PHOTOCOPY OF TRAINING CERTIFICATES AFTER GRADUATION, WITHIN THE LAST FIVE (5) YEARS

7. CERTIFIED PHOTOCOPY OF PERFORMANCE EVALUATION RATING IN THE LAST RATING PERIOD (IF APPLICABLE)

8. PHOTOCOPY OF COMMENDATION OR AWARD CERTIFICATES

ADVISORY TO ALL APPLICANTS

KINDLY ARRANGE YOUR APPLICATION DOCUMENTS AS TO THE CHECKLIST LISTED

Please be advised that submitted/accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.

The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.

For information of all concerned.