

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Guidance Counselor III
FORMER : Mely G. Recto
INCUMBENT
ITEM NUMBER : TESDAB-GUIDC3-80-2017
OFFICE : Romblon National Institute of Technology (RNIT), Region IV-B
MONTHLY BASIC SALARY : (SG-13) (Php31,320) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (20%) Keeps inventory of test results of students and cumulative records;
- (20%) Conducts seminars to students, parents and teachers or informative drive regarding scholarships;
- (20%) Conducts interview or counseling of students with failures, lacking subjects, or with personal problems, maladjustments and make some follow-ups;
- (20%) Does research in relation to guidance for the development of the students, the school, etc;
- (10%) Assists trainers and staff regarding personal problems related to training/school life;
- (10%) Perform other related functions as required.

JOB QUALIFICATIONS OF THE HIREE ARE:

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

SPECIAL QUALIFICATIONS:

- Good in oral and written communication

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Implement quality standards and procedures
- Promote programs and services
- Plan guidance program
- Conduct orientation programs
- Conduct counseling
- Administer pre-training tests
- Facilitate job placement functions

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **July 16, 2023**:

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
 - Performance Rating in the last rating period CY 2022 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2023 and July to December 2022 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;
-

- Authenticated Certificate of Eligibility by PRC License (RA 1080 Guidance Counselor)
- Authenticated copy of transcript of records/diploma;
- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- For government employees only: a copy of previous appointment and Service Record;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY); and
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peer, Subordinates (if applicable) and Clients (if applicable);

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.


VANESSA JANE D. ACEVEDA
Chief Administrative Officer
TESDA MIMAROPA

PUBLICATION DATE: July 6, 2023

"TESDA, as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however, that they meet the minimum requirements of the position to be filled."