

## 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%) Keep inventory of test results of students and cumulative records;
- (20%) Conduct seminars to students, parents and teachers or informative drive regarding scholarships;
- (20%) Conduct 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%) Assist trainers and staff regarding personal problems related to training/school life; and
- (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

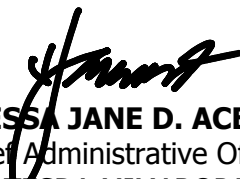
All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **January 2, 2024**:

- Letter of Application addressed to **Regional Director ANGELINA M. CARREON**, specifying the position and office applying for;
  - Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
  - Performance Rating in the last rating period CY 2023 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2023 and July to December
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2022 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;

- Authenticated PRC License (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

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