

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**JOB OPENING**
(Second Level Positions)

POSITION : Guidance Counselor I
FORMER : Concepcion V. Barboza
INCUMBENT
ITEM NUMBER : TESDAB- GUIDC1-109-2017
OFFICE : Leon Ganzon Polytechnic College
MONTHLY BASIC SALARY : (SG-11) (Php 27,000.00) **PERA:** P 2,000.00 **RATA:**

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Plan guidance program;
- Conduct orientation program;
- Administer Pre-Training Test;
- Facilitate job placement functions;
- Participate in the implementation and attainment of school's Mission, Vision and Goals;
- Participate in meetings, conferences, seminars, workshops and in-service training;
- Prepare/submit/keep required reports;
- Implement 5S in the office;
- Prepare and implements maintenance plan for tools, equipment and facilitates under his/her care;
- Maintain good relationship among teachers, other personnel, students/trainees and Stakeholders;
- Participate in co-curricular and community activities; and
- Does related work.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Master's Degree in Guidance and Counseling
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : R.A. 1080 (Guidance Counselor)

SPECIAL QUALIFICATIONS:

- Proficient in MS Office Applications
- With good communication skills (oral and written)
- With good interpersonal relationship and positive work attitude

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 training session
- Facilitate learning session
- Supervise work-based learning
- Conduct competency assessment
- Maintain training facilities
- Utilize electronic media in facilitating training

All interested applicants must submit their application together with the following documents to Human Resource Management Officer, Finance and Administrative Services Division not later than **February 26, 2024**:

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017);
- Service Records;
- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- Performance Ratings for CY 2023 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2023 and July to December 2023 for TESDA applicants or applicants from other government agencies of at least Very Satisfactory Rating;
- For government employees only: a copy of previous appointment;
- Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY);
- Certified true copy of transcript of records/diploma; and
- Certified true copy of Eligibility by CSC or PRC.

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.

JANINE MAE A. CALAGUING

Administrative Officer V/HRMO

Finance and Administrative Services Division

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“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.”