

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 28,512.00) **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, Financial and Administrative Services Division not later than **September 13, 2024:**

- Signed letter of intent indicating the position applied for, Plantilla Item Number, and Office Assignment;
- Fully accomplished, subscribed and sworn Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with recent passport-sized picture with attached Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
- Signed Performance Ratings (for outside applicants) or IPCR ratings for year 2023 (for government employees only);
- Photocopy of authenticated certificate of eligibility such as A) Authenticated CSC eligibility; B) Authenticated PRC Board Rating and Updated License;
- Photocopy of Authenticated Transcript of Records/ Diploma for Bachelor's Degree and Post Graduate degree;
- Certificate of Employment from employers/Certified copy of Service Record (for government employees only);
- Certified photocopies of relevant training certificates; and
- Certified photocopies of Office Orders, Memoranda, Special Orders for designations (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.

JANINE MAE A. CALAGUING

Administrative Officer V/HRMO
Financial 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.”