



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte
Website: www.slsuonline.edu.ph
Email: op@slsuonline.edu.ph
Telefax No.: (053) 382-3294

Publication of Vacant Positions

Head of Agency : **DR. PROSE IVY G. YEPES**
Position : University President
Mailing Address : Southern Leyte State University - Main Campus,
Brgy. San Roque, Sogod, Southern Leyte

Contact Person : **VENUS MAE S. RADORES**
Position : Administrative Officer II (HRMO I)
E-mail Address : vmsr.hr@gmail.com
Contact Numbers : (053) 577-8223
Date of Recruitment : June , 2017

POSITION TITLE : **Guidance Counselor II**
No. of Vacancy : **1**
Item No. (Station) : **SLSUB-GUIDC2-21-2004**
Status : **Permanent**
Salary Grade : **12**
Monthly Salary : **P 21,387.00**
Monthly Allowance : **P 2,000.00**

Minimum Qualifications

Education : **Master's degree in Guidance and Counseling**
(per CSC MC No.2, s.2017 dated Feb. 10, 2017)
Experience : **6 months of relevant experience**
Training : **8 hours of relevant training**
Eligibility : **RA 1080 (Guidance Counselor)**
Competencies :

Counseling

Ability to provide counseling to individual or group of students to accomplish educational & individual goals, and ability to identify cause of problems/issues & provide alternative solutions.

Discrete

Ability to maintain confidentiality of disclosed issues in order to earn students' trust concerning their most intimate issues/concerns.

Communication Skills

Effective communicator (oral & written), able to actively listen and appreciate diversity.

Detail Oriented

Ability to analyze test results accurately.

Behavioral Competence

Adhere to ethical, moral and legal conduct in the performance of job.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisors, co-workers, students, & other clients to deliver outputs, and values good working relationships.

Duties :

- Provides individual and group counseling services to meet the developmental, preventive, and remedial needs of students
- Administers tests and accurately interprets individual and group psychological tests results;
- Establishes and implements the university guidance programs;
- Coordinates with parents, teachers, and community leaders to promote and support students' success;
- Provides group guidance and proactive activities such as time management, improving study habits & skills, implements resolution, coping strategies & etc.;
- Refers students with server problems to appropriate community persons in consultation with their parents;
- Performs such other functions as may be directed by higher authorities.

Documents Required:


1. Application letter addressed to:
DR. PROSE IVY G. YEPES
University President
Southern Leyte State University
Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Service Record/Certificate of Employment (if any)
5. Certificates of trainings/seminars attended during the last five (5) years
6. Authenticated copy of eligibility (if any)

Submit your application not later than July 11, 2017.

Prepared by:


VENUS MAE S. RADORES
Administrative Officer II (HRMO I)

Noted by:


VALERIO B. CABALO, Ph.D.
VP for Admin. & Finance /
PSB Chairperson