



Interested applicants may send their applications to

tomas_oppus@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

1. Application letter

Indicate specific item number & addressed to:

DR. CONSTANTINO G. MEDILO, JR.

Campus Director

Southern Leyte State University

Tomas Oppus Campus

San Isidro, Tomas Oppus,

Southern Leyte

2. Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
3. Updated CV/ Resume
4. Transcript of Records / Diploma *
5. CSC Eligibility Document *
6. Employment Certificate/s *
7. Training Certificate/s *
8. Service Record **
9. Most recent performance rating **

** Must reflect AT LEAST the credentials that meet minimum qualification standards.*

*** For government employees*

**APPLICATIONS WITH INCOMPLETE
DOCUMENTARY REQUIREMENTS WILL
NOT BE ACCEPTED.**

Equal Employment Opportunity Principle

It is the policy of Southern Leyte State U to strictly adhere to the principles of merit. Competence, fitness and equality. It will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual, orientation, gender and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Posting Start Date:

January 18, 2024

Deadline of Submission of Applications:

January 30, 2024

NOTICE OF VACANCY

Position Title : **GUIDANCE COUNSELOR II**
Item Number : **SLSUB-GUIDC2-22-2004**
Assignment : **Tomas Oppus Campus**
Salary Grade : **12**
Status : **Permanent**

QUALIFICATION STANDARDS:

Education : **Master's degree in Guidance & Counseling**
Experience : **None required**
Training : **None required**

Eligibility : **RA 1080 (Guidance Counselor)**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

45%	Conducts counseling and follow-up sessions to referred and self-referred students;
10%	Disseminate information regarding the guidance services and other related information through bulletin board displays and announcements;
10%	Assists in facilitating any growth-group activities;
10%	Facilitates in the educational and job placement program;
10%	Conducts personality development and leadership training to target groups in the community;
10%	Evaluates the functionality of the guidance program as the basis for the program refinement;
5%	Does other duties related to the task.
100%	

Prepared by:

(SGD)ABEGAIL L. BANO
HRMO II

Noted by:

(SGD) CONSTANTINO G. MEDILO, JR., PhD
Campus Director/Chairperson, HRMP SB