



NOTICE OF VACANCY



Office/Campus	Office of Admissions, Counseling and Testing Services
Unit	-

POSITION PROFILE	
Position: Guidance Counselor I	Salary Grade: 11 Monthly Salary: Php 30,024.00
Item No.: DHVCATB-GUIDC1-117-2017	Employment Status: Permanent
QUALIFICATIONS	
Education:	Master's degree in Guidance and Counseling
Experience:	None required
Training:	None required
Eligibility:	RA 1080 (Guidance Counselor)
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Conduct individual and group counseling as well as career counseling.2. Confer with parents, teachers, deans, and other members of the DHVSU community regarding the student's personal and psycho-emotional well-being.3. Determine the causes of students with absenteeism, dropouts, failures, and others.4. Give individual testing of students and interpret standardized test scores/results.5. Maintain the confidentiality of student information and records.6. Conduct career and education planning activities.7. Assist in crafting the short-term and long-term Guidance and Testing Development Plan.8. Participate in various professional growth activities.9. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
<p>Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at recruitment@dhvsu.edu.ph:</p> <ol style="list-style-type: none">1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;2. Performance rating in the last rating period;3. Photocopy of certificate of eligibility/rating/license;4. Photocopy of certificate of trainings/seminars;5. Photocopy of outstanding accomplishments;6. Photocopy of Transcript of Records;7. Photocopy of Diploma;8. Work Experience Sheet (for positions requiring relevant experience); and9. Letter of Intent addressed to the University President. <p>Deadline of submission: JUNE 14, 2025 (5:00 PM)</p>	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

