

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #649

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
GUIDANCE SERVICES SPECIALIST II	18-1	OFFICE OF COUNSELING & GUIDANCE	GSS2-27-1998	MA OR MS DEGREE WITH A MAJOR IN GUIDANCE OR PSYCHOLOGY	8 HOURS OF RELEVANT TRAINING	3 YEARS OF EXPERIENCE IN TEACHING GUIDANCE AND/OR PSYCHOLOGY, OR IN PROFESSIONAL COUNSELING AND GUIDANCE	RA 1080 (GUIDANCE COUNSELOR)	14 December 2018

DUTIES & RESPONSIBILITIES:

** Counseling individual and group on career, personal, academic, etc.; * Conducts intake interview; * Administers psychological tests, interprets and writes psychological reports; * Designs and implements special events such as Freshman Orientation, university Job Fair, etc.; * Designs and implements seminar, training, workshop on Life Skills and psychosocial Programs; * Acts as lecturer and facilitator on seminars and workshop conducted to different colleges and student organizations; * Designs and implements intervention programs for special group of students like non—major, dismissed, varsity, disabled, etc.; * Disseminates information about the OCG programs and the university; * Acts as resource person in career talks*

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to hrdorecruitment.upd@up.edu.ph
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
 1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
 2. Fully accomplished PDS (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 3. Performance rating in the last rating period (if applicable);
 4. Photocopy of certificate of eligibility/rating/license;
 5. Photocopy of Transcript of Records;
 6. Photocopy of relevant training certificates; and
 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

4 December 2018

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.