

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #128

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS			EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	ELIGIBILITY	
GUIDANCE SERVICES SPECIALIST II	18-1	UP INTEGRATED SCHOOL	GSS2-52-1998	1) MA or MS degree with a major in guidance or psychology plus 12 units of advanced graduate work completed in counseling and guidance and/or psychology (clinical) or (counseling); or	None required; or	RA 1080 (GUIDANCE COUNSELOR)	29 March 2019
				2) MA or MS degree with a major in guidance or psychology; or	Three (3) years of experience in teaching guidance and/or psychology, or in professional counseling and guidance; or		
				3) AB or BS degree with major in guidance or psychology plus 18 units of graduate work in guidance and/or psychology	Five (5) years of experience in teaching guidance and/or psychology, or in professional counseling and guidance		

DUTIES & RESPONSIBILITIES:

** Counseling and Follow-Up - Identifies in cooperation with the teachers, students with special needs or problems and conducts counseling sessions with them; * Group Guidance - Handles classes on a regular basis; * Psychological Testing - Administers, scores, profiles, and interprets tests; * Inventory - Collects pertinent data for counseling and research purposes and provides school staff with said student data upon request; Placement - Helps in the proper placement of students in sections, electives and work programs, scholarships, and other schools or programs; * Referral - Refers cases to professionals and agencies; * Research and Evaluation - Consolidates test data; conducts research and evaluates the guidance program and other activities; * Group Guidance - Prepares modules and other materials for Group Guidance classes; * Standing Committee/Co-curricular Tasks - Performs standing committee tasks and co-curricular advising; * Orientation Program - Organizes orientation programs; * Extension Program - Conducts training, seminar workshop for parents, students, homeroom advisers and other groups; * Miscellaneous Tasks - Assists in the implementation of other programs/activities. Supervises the Guidance Interns from COE & practicum students from other colleges*

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

21 February 2019

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