



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</b>  <b>GUIDANCE COUNSELOR III</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
GUID 3-3-2000		SG 13	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
VISAYAS STATE UNIVERSITY		DEAN OF STUDENTS OFFICE	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
STUDENT WELFARE SERVICES OFFICE		VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>
N.A		P 31,320.00	ACA/PERA- P 2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
GUIDANCE COORDINATOR III		DEAN OF STUDENTS	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
		ITEM NUMBER	
NONE		N.A.	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
COMPUTER, PRINTER, CAMERA, TELEPHONE			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Formulation and implementation of the Guidance Program for the development of the students and help them to utilize their potentials to the fullest.			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Ensure the provision and proper functioning of all Guidance Personnel, activities, budget and facilities and coordinate with the administrators, counselors, faculty/staff, students and other stakeholders for proper support and understanding of the Guidance services and activities.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
MASTERAL DEGREE	1 YEAR RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	RA 1031

21e. Core Competencies		Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office		2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems		1
21f. Functional Competencies		Competency Level
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular.		2
2. Critical Thinking and Problem Solving-analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.		2
3. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.		2
4. Use of Information and Communication Technology (ICT)-Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies in accordance to the mandate of the unit that will result to efficient and effective delivery services by ensuring responsiveness to the needs of stakeholder.		2
5. Risk Management-Ensures implementation of the effective identification of hazards in the workplace and develop plans on mitigation,prevention, risk preparedness and responding by conducting a periodic safety inspection, safety drills in accordance with RA 10121 to ensure safety of students, faculty, and staff of any risk.		2
6. Report Writing-Prepares and produces reports and other documents such as proposals, guidelines, or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.		2
7. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.		3
8.Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives.		2
9. Resource Mobilization Management- Allocate limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace.		3
10. Consultation and Advising-Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	Assits in planning, preparing the Guidance program with the other staff and ensure the proper implementation and evaluation of the Guidance Services;	
30%	Conduct guidance activities in assigned college such as orientation program and other information services to help the students cope with college life;	
10%	Conduct needs assessment, exit iterview and action research to improve the services and design intereventions based on the results.	
25%	Provides guidance and counseling services to students and conducts case conference with the deans or academic heads, counselors, DBGF's, faculty, staff, parents and other stakeholders when necessary	
5%	Performs other functions as directed by supervisor	
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>RUPHA GIN T. FERNANDEZ</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>CHONA A. BRIT</b>  OIC Deap of Students  Supervisor's Name, Date and Signature </div> </div>		