

<div>Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		GUIDANCE COUNSELOR III			
2. ITEM NUMBER		3. SALARY GRADE			
GUIDC3-2-2000		13			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div><div><input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality</div><div><input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class</div><div><input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special</div></div>					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
STATE UNIVERSITIES & COLLEGES (SUCs)		VISAYAS STATE UNIVERSITY			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
DEAN OF STUDENTS OFFICE / STUDENT WELFARE SERVICES OFFICE		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
N/A	N/A	Php 31, 320	ACA-PERA- P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
DEAN OF STUDENTS		VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE		ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
DESKTOP/LAPTOP COMPUTER, PRINTER,CAMERA					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasio	Frequent
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	Students	
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Formulation and implementation of the Guidance Program for the development of the students and help them to utilize their potentials to the fullest.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
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 activities and services.					
21. QUALIFICATION STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		

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 and issues		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.		1	
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.		3	
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)			
Percentage of Working	(State the duties and responsibilities here:)		
40%	Plans, prepare the Guidance program with other counselors and ensure the proper implementation and evaluation of the Guidance Services;	2	
25%	Provides guidance and counseling services to students and conducts case conference/consultation with the Deans or academic heads, counselors, DBGF's, faculty, staff, parents and other stakeholders when necessary;	2	
15%	Assist in the conduct of a comprehensive orientation program and other information services to help the students cope with college life	2	
15%	Conducts surveys or research to improve the counseling services or the wellbeing the students:	2	
5%	Other tasks that the Supervisor may assign	2	
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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.			
KENT JAN A. BELDIA, RGC January 08, 2024 Employee's Name, Date and Signature		CHONA A. BRIT, RGC OIC Dean of Students Supervisor's Name, Date and Signature	