

(as of March 7, 2023)



Bulacan State University

Invites applicants for:

(1) GUIDANCE AND WELLNESS FACILITATOR

(Contract of Service)

HAGONOY CAMPUS

QUALIFICATIONS:

- Education:** Bachelor of Science in Psychology
MA in Guidance & Counselling is an Advantage
- Experience:** None required
- Training:** None required
- Skill:** Good in Oral and written communication
With good character and attitude
- Eligibility:** Licensed Psychometrician

DUTIES AND RESPONSIBILITIES

- Assist in the selection and evaluation of psychological tests and other appraisal devices of the Guidance Center.
- Assists in the preparation of test schedule and in the administration of individual and group tests in main and satellite campuses.
- Checks and scores psychological tests administered to students.
- Encodes and submit written report of test result and interpretation.
- Assisted the student-clients who visited the office due to violations and dropping of subjects.
- Helps in the research and evaluation activities of the center.
- Identifies potential dropouts and try to help them in the process.
- Helps in the compiling and evaluating Individual Inventory Files.
- Does related work.

ALL APPLICANT MUST CONTAIN THE FOLLOWING DOCUMENTS:

1. Duly signed application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive Resume with one (1) **Recent passport-sized picture**.
3. Photocopy of the supporting documents: (Original copies shall be presented for validation) of the following documents:
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar/Certificates attended for the last five (5) years
 - Certificate of Board of Ratings/Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer

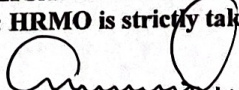
Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

Qualified applicants are advised to send their application with the following documents to hrmo.external@bulsu.edu.ph.

Deadline of application is until March 17, 2023.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.


CARMINA A. DIONISIO

Head, Administrative and HRMO-External