



NOTICE OF JOB VACANCY

Position Title: **GUIDANCE SERVICES ASSOCIATE I**

Item No.: **PSHSB-GSA1-2-1999**

Compensation Package:

- ✓ Monthly Salary: SG12
- ✓ Magna Carta Benefits
- ✓ Bonuses & Allowances

Place of Assignment: **Student Services Division, Philippine Science High School
- Central Mindanao Campus, Brgy. Nangka, Balo-i, Lanao
del Norte**

Minimum Qualifications:

- Master's degree in Guidance and Counseling
- RA 1080 (Guidance Counselor)
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime

Job Functions:

- Orients students about rules and regulations and practices, guides them in their proper behavior;
- Prepares, administers and interprets various guidance tests and conducts research;
- Extends basic guidance services which include counseling, information (academic, personal-social), career guidance and placement;
- Coordinates homeroom guidance classes.

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Note:

1. Interested and qualified applicants should submit the following:
 - a. Application Letter;
 - b. Fully accomplished **Personal Data Sheet** (use/fill out the [CSC Form 212, Revised 2017](#) which can be downloaded at www.csc.gov.ph) that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate);

- c. Copy of Official Transcript of Records;
- d. Certificates of training and previous employment

Application documents may be submitted personally, via e-mail, or courier service to the address below not later than **December 17, 2021 at 5:00 PM.**

FRANKLIN L. SALISID

Director III

Philippine Science High School-Central Mindanao Campus

Nangka, Balo-i, Lanao del Norte

Tel. No.: (063) 836-0098 / 09157467686

E-mail: records@cmc.pshs.edu.ph / recruitment@cmc.pshs.edu.ph

Applications with incomplete documents shall not be entertained.

PSHS-CMC abides with the existing policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the hiring process.