



Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL – CENTRAL MINDANAO CAMPUS**  
Nangka, Balo-i, Lanao del Norte

### **NOTICE OF JOB VACANCY**

Position Title: **Guidance Services Associate I**, Salary Grade: **12**  
Item No.: PSHSB-GSA1-2-1999/ PSHSB-GSA1-14-2014 Salary: **22,149.00**  
Place of Assignment: **PSHS–Central Mindanao Campus, 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.

Qualified applicants should submit their: (1) Application Letter; (2) Comprehensive Resume (use/fill out the [CSC Form 212, Revised 2017](#) 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); (3) Copy of Official Transcript of Records; (4) Authenticated Certificate of Eligibility or Board Results; (5) Certificates of training and previous employment **not later than November 16, 2018**, personally, via e-mail or through postal service. **Please send your application to the address below.**

**LORVI B. PAGOROGON, RPAE, MHWQ (sgd.)**

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