

Guidance Service Specialist II (SG-18)
Philippine Science High School- Main Campus

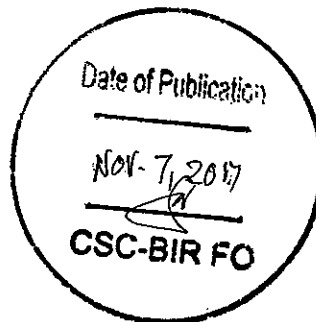
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Min 2 years (Supervisor/5 Yrs & Up Experienced Employee)

Philippines - National Capital Reg - Agham Road, Diliman Quezon City

JOB DESCRIPTION

Plantilla Item : PSHSB-GSS2-23-2017



QUALIFICATION STANDARDS:

- **Education:** Master's Degree in Guidance and Counselling
- **Experience:** 2 years relevant experience
- **Training:** 8 hours relevant training
- **Eligibility:** RA 1080 (Guidance Counselor)

Duties & Responsibilities:

- Performs guidance services and counselling to students to Senior
- Supervises and oversees the implementation and operation of the unit's programs
- Designs intervention programs and activities of the office
- Coordinates and oversees inter/intra-office activities
- Designs and implements practicum program for student trainees
- Handles the Peer Facilitators' Program (BBSC)
- Handles the Research and Evaluation Program
- Performs guidance services and counselling to students
- Prepares intervention programs and reports
- Conducts career learning programs and orientations
- Organizes career development program for students
- Facilitates the application process for college admission

Submit the Following:

- o Letter of Intent (signed)
- o Personal Data Sheet (CSC Form 212, Revised 2017) / Resume with picture
- o Photocopies of Training & Employment certificates ;
- o IPRC Ratings & Service Records for applicants or applicants from other government agencies.
- o Certified true copy of transcript of records/diploma; and
- o Certified true copy of Eligibility by CSC or PRC.

to:

HUMAN RESOURCES MANAGEMENT OFFICE
Philippine Science High School-Main Campus
Agham Road, Diliman, Q.C.,
Tel. No. (02) 929-2271

****Incomplete Requirements will not be processed**

WORK LOCATION

Address

Agham Road, Quezon City, Metro Manila, Philippines

COMPANY SNAPSHOT

Average Processing Time
More Than 2 Weeks

Industry
Education

Website
<http://www.pshs.edu.ph/>

Telephone No.
9292271

Company Size
51 - 200 Employees

Working Hours
Regular hours, Mondays - Fridays

Dress Code
Business (e.g. Shirts)

Benefits
will be discussed during Job Offer

Spoken Language
English/Tagalog

COMPANY OVERVIEW

The idea of a science high school in the Philippines came from a Filipino mathematician, Dr. Leopoldo V. Torralbala, who was then a professor of mathematics at New York University. Patterned after the Bronx High School of Science in New York City, the envisioned science high school was created for the purpose of giving an education highly enriched in science and mathematics to exceptionally gifted Filipino children. The vision was realized in 1963, and now, it has grown into eight campuses in different locations in the Philippines. The Philippine Science High School System is an attached agency of the Department of Science and Technology (DOST).

WHY JOIN US?

Cultures and Values

Mission The Philippine Science High School, operating under one System of governance and management, provides scholarships to students with high aptitudes in science and mathematics. The PSHS offers an education that is humanistic in spirit, global in perspective, and patriotic in orientation. It is based on a curriculum that emphasizes science and mathematics and the development of well-rounded individuals. The PSHS prepares its students for careers in science and technology and contributes to nation building by helping the country attain a critical mass of professionals and leaders in science and technology. **Vision** The Philippine Science High School Scholar, nurtured by competent faculty and staff, has a scientific mind and a passion for excellence, is dedicated to the service of country and committed to the pursuit of truth. **Philosophy** * The main purpose of the PSHS education is the integral development of its scholars. * Each PSHS scholar has unique giftedness and potentials which should be recognized and nurtured so that each one develops them to the fullest extent possible. * The PSHS special science curriculum engenders in our scholars a passion for learning and inspires them to choose careers in science and technology and so contribute to national development. * The PSHS is most effective in an environment characterized by all-around performance excellence, a dynamic and collaborative leadership, outstanding facilities, resources and support alliances, and an unwavering commitment of service to the nation and to one another.

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