**VACANCY ANNOUNCEMENT**

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| **BUREAU/SERVICE:** | | Department of Education – Region IX | |
| **DIVISION/UNIT:** | | Division of Zamboanga Sibugay - SHS | |
| **POSITION PROFILE** | | | |
| **Position:** Guidance Counselor II | | | **Salary Grade:** 12  **Annual Salary: ₱ 26, 052.00** |
| **Item No.:**  GUIDC2-570105-2016 , GUIDC2-570108-2016  GUIDC2-570111-2016 , GUIDC2-570112-2016  GUIDC2-570113-2016 , GUIDC2-570114-2016  GUIDC2-570115-2016 , GUIDC2-570116-2016  GUIDC2-570118-2016 , GUIDC2-570119-2016  GUIDC2-570121-2016 , GUIDC2-570122-2016  GUIDC2-570123-2016 | | | **Other Incentives/Bonuses:**   * Monthly Economic Relief Allowance * Mid-year bonus * Productivity Enhancement Incentive * Clothing Allowance * Cash Gift * Year-end bonus |
| **JOB DESCRIPTION** | | | |
| **Provides and implements guidance and counselling service** | | | |
| **QUALIFICATIONS** | | | |
| Education | Master’s degree in Guidance and Counseling | | |
| Experience | None Required | | |
| Training | None Required | | |
| Eligibility | RA 1080 (Guidance Counselor) | | |
| Competencies | Self Management, Results Focus, Teamwork, Communication Skills | | |

**APPLICATION PROCEDURE**

1. **Submit** the following documentary requirementsto the Personnel Section through the Records Section or send all their scanned pertinent documents through [**https://bit.ly/3kLYPVA**](https://bit.ly/3kLYPVA?fbclid=IwAR18wOaVrmi9pCOAM4KhN7ODBKlFg_9SNhTVoQnGTVzqTbCroxCAl_TOe78) on or before **October 11, 2021 (Monday)**:



* 1. Letter of Intent (addressed to **Dr. Jeanelyn A. Aleman, CESO VI**, OIC – Schools Division Superintendent). **Kindly include the position with the corresponding school/office, you are applying for**.
  2. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at* [*http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*](http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html)
  3. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
  4. Photocopy of the **latest** Transcript of Records
  5. Photocopy of the **3 Performance ratings** for the **last 3 rating periods**
  6. Certificates of **relevant trainings** and **seminars** attended,
  7. Certificates of outstanding accomplishments **(Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker)**

**NOTE: INCOMPLETE AND LATE SUBMISSION OF DOCUMENTS WILL NOT BE GIVEN FAVORABLE ACTION**

**The Department of Education-Zamboanga Sibugay adheres to the existing general policy of no discrimination based on gender, civil status, disability, religion, ethnicity or political affiliation.**

***\* Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.***

***\*\* If the link does not redirect you to the online application form, please type the address manually.***