	Republic of the Philippines **BULACAN AGRICULTURAL STATE COLLEGE** Pinaod, San Ildefonso, Bulacan 3010	Document No.: QRDI-SOP-HRMO01-002 Rev. No.: 01
	NOTICE OF VACANT POSITION	Effectivity Date: 03/10/2025

The **Bulacan Agricultural State College** announces the following vacant position for qualified applicants:

Position/Office	**Salary Grade/ Status**	**Qualification Standards**			
		Education	**Work Experience**	**Training**	**Eligibility**
Guidance Counselor I/Office of the Student Affairs & Services BNASCB-GUIDC1-2-2018	11/Permanent	Master's Degree in Guidance Counseling	None required	None required	RA 1080 (Guidance Counselor)
Brief Description of the General Function of the Position	1. Provides orientation to students in all year levels 2. Designs a functional and suitable Guidance and Counseling program to cater to student needs 3. Formulates guidance and counseling forms, including individual inventory forms 4. Administers and interprets individual and group psychological assessments 5. Provide effective individual and group counseling 6. Makes a research based on the result on identified students' needs and problems 7. Makes referral to different government agencies 8. Provides career counseling to students				

For interested applicants, send your application letter and the following documents to the address below not later than October 29, 2026.

1. Fully accomplished Personal Data Sheet and recent passport-sized picture or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed;
2. Work Experience Sheet (CS Form No. 212 Attachment)
3. Performance Rating in the last rating period (if applicable);
4. Photocopy of proof of eligibility/rating/license; and
5. Photocopy of Transcript of Records

As an equal opportunity agency, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity or political affiliation, provided however that they meet the minimum requirements of the position to be filled.

Submit the following documentary requirements in a clean, unmarked long brown envelope to:

Jameson H. Tan, EdD, CESE
SUC President III
BASC, Pinaod, San Ildefonso, Bulacan
humanresource@basc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Date posted: October 19, 2026