



*Office of the President*

30 July 2022

**ADMINISTRATIVE ORDER**  
 No. **584** series of 2022

**TO: University Guidance Counselors**  
 (See names in the matrix below)

**THRU: Respective Deans and Directors**

**SUBJECT: Designation as Campus Guidance Counselors**

Under the direct supervision of the Director of the University Student Welfare Services of the Office of Student Affairs and Services (OSAS) in coordination with the respective Deans and Directors of the different colleges/units. You are hereby designated as **Guidance Counselors/ or Faculty-in-Charge of Guidance Services, University Guidance Services Coordinator and University Career and Job Placement Coordinator** of the various colleges as presented in the matrix below for the School Year 2022-2023, effective 3 August 2022 with the following duties and functions:

<b>Name of the Registered Guidance Counselor/ faculty-in-Charge</b>	<b>Designation</b>	<b>College/Unit Assignment as Guidance Counselor/Faculty-in-Charge</b>
1. Dr. Ana Linda G. Marcellana, RGC	❖ Director of USWD ❖ College/Unit Guidance Counselor	❖ BU Jesse M. Robredo Institute of Governance and Development ❖ College of Law
2. Ms. Rosario C. Frick, RGC*	❖ University Career and Job Placement Coordinator ❖ Campus Guidance Counselor	Cluster 2 ❖ College of Arts and Letters ❖ College of Science ❖ College of Nursing
3. Webena J. Gacos, RGC **	❖ University Guidance Services Coordinator ❖ Campus Guidance Counselor	East Campus ❖ College of Engineering ❖ College of Industrial Technology ❖ Institute of Design and Architecture
4. Ms. Marie Angelica C. Paz, RGC	❖ Campus Guidance Counselor	Cluster 1 ❖ College of Education ❖ College of Medicine ❖ Institute of Physical Education Sports and Recreation
5. Dr. Rudy A. Roallos, RGC	❖ Campus Guidance Counselor	Daraga Campus ❖ College of Social Sciences and Philosophy ❖ College of Business Economics and Management
6. Dr. Baby Boy Benjamin D. Nebres III***	❖ Dean, OSAS ❖ Faculty-in-Charge of Guidance Services (Concurrent Capacity)	❖ Graduate School ❖ Open University

As Guidance Counselors, you shall perform the following duties and functions:

- (a) Initiate and prepare a functional program and implementing guidelines for the improvement of the guidance and occupational counselling services of the college;
- (b) Closely coordinate with the different department chairs in cases of students for referrals and consultation;
- (c) Assist the Associate Dean with the Faculty-in-Charge on matters involving student recruitment through career orientation;
- (d) In close coordination with the University Guidance Services Coordinator and the University Career and Job Placement Coordinator, organize and conduct a yearly job fair for graduating students;
- (e) Serve as member of the College Advisory Council;
- (f) Prepare a quarterly accomplishment report to include the following information:
  - a. Narrative Accomplishment Report of Actual Work done during the period,
  - b. Problems encountered during the previous quarter,
  - c. Work plan for the next school year;
- (g) Submit quarterly accomplishment report to the college dean and to the University Guidance Office for consolidation not later than two (2) weeks after the end of each quarter, and
- (h) Perform other duties that may be assigned by higher authorities.

\*As Coordinator of the University Career and Placement Services, you shall:

- (a) Work closely with the Director of the University Student Welfare Services Division in working toward modernization of the University Guidance and in enhancing the job placement program in order to increase employability of students;
- (b) Take the lead in promoting career opportunities for the general student body;
- (c) Provide venues for career orientation and job skills workshop particularly for the graduating students in coordination with the outside employer-partners and other agencies;
- (d) Monitor and evaluate career and job placement activities for enhancement in the future undertakings; and
- (e) Perform other related functions that may be assigned from time to time.

\*\*As Coordinator of the University Guidance Services, you shall:

- (a) Work closely with the Director of the University Student Welfare Services Division in working toward modernization of the University Guidance and in enhancing the job placement program in order to increase employability of students;
- (b) Initiate guidance-related activities to facilitate the personal and relational growth of students;
- (c) Monitor the implementation of the guidance activities; and
- (d) Perform other related functions that may be assigned from time to time.

\*\*\*As Faculty-in-Charge of Guidance Services, you shall:

- (a) Coordinate closely with the Head of the Guidance Services in the delivery of quality guidance services such as:
  - (1) Orienting all students and faculty members of the guidance programs and services,
  - (2) Designing intervention programs for mainstream and special population in the school/college,
  - (3) Organizing for parents, teachers and students relevant to their needs, and
  - (4) Conducting conferences with parents on their children's concern;
- (b) Work closely with RGCs by making referrals of student cases for counselling;
- (c) Coordinate with other offices/units in the college in receiving students' issues, needs and problems;
- (d) Establish network with various sectors in the community to enhance delivery of guidance and counselling programs and services; and
- (e) Perform other related functions that may be assigned from time to time.

These assignments shall form part of your regular functions as Registered Guidance Counselors of the University, except for Dr. Rudy A. Roallos, Associate Professor V, who is given six (6) units of workload equivalent credit (WEC) for the services she will render in two (2) colleges, subject to regular assessment of your performance.

Please be guided accordingly.



ARNULFO M. MASCARIÑAS  
SUC President IV

We concur:



Dr. Ana Linda G. Marcellana, RGC



Ms. Rosario C. Frick, RGC\*



Ms. Wehena J. Gacos, RGC\*\*



Ms. Marie Angelica C. Paz, RGC



Dr. Baby Boy Benjamin D. Nebres III



Dr. Rudy A. Roallos, RGC

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