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MEMORANDUM NO. 441
Series of 2025

TO: Engr. Gil Martin A. Guape

RE: **Designation as Department-Based Guidance Facilitator,
Department of Mechanical Engineering, VSU Isabel Campus**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **February 21, 2025**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Department-Based Guidance Facilitator, Department of Mechanical Engineering, VSU Isabel Campus**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

- Assists students in academic planning, study skills development, and time management.
- Provides academic counseling for students experiencing difficulties in their courses.
- Works closely with faculty to identify and support students at risk of academic failure.
- Offers one-on-one or group counseling to address personal, social, and emotional concerns affecting students.
- Assists students in developing coping strategies, resilience, and emotional well-being.
- Provides intervention and referrals for students dealing with mental health concerns, bullying, or personal crises.
- Assists students in career decision-making, goal setting, and career exploration.
- Conducts career guidance seminars, job readiness workshops, and mock interviews.
- Works with the Career Services Office to connect students with internships, OJT programs, and employment opportunities.
- Monitors students with behavioral concerns, absenteeism, or disciplinary issues and provides necessary intervention.
- Collaborates with faculty and student affairs offices to promote positive behavior and student engagement.
- Implements programs that enhance students' self-esteem, leadership skills, and personal development.
- Organizes stress management, mental health awareness, and well-being seminars.
- Promotes initiatives related to mental health, suicide prevention, and student wellness.
- Conducts group counseling sessions, peer support programs, and mentoring activities.
- Coordinates with department heads and faculty to identify students needing academic and personal support.
- Provides faculty consultations on student behavior, learning difficulties, and intervention strategies.

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- Ensures that guidance and counseling services align with the institution's policies and student welfare programs.
- Maintains confidential records of students receiving counseling and guidance services.
- Prepares reports on student concerns, interventions conducted, and program outcomes.
- Provides data and recommendations for program improvements and student support initiatives.

As Facilitator, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect **immediately until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.