Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

17 Nov 2026

DIVISION MEMORANDUM
NO. 451, s. 2026

CALL FOR APPLICATIONS FOR SCHOOL COUNSELOR ASSOCIATE I POSITIONS

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby announces the call for interested and qualified applicants for the School Counselor Associate I positions, to mention:

Position Title	Station/Vacancy	No. of Positions
School Counselor Associate I	**Elementary Schools** Abelardo G. Tinio ES Cutud ES Sapalibutad ES Pulung Cacutud ES Sapangbato ES Dr. Clemente N. Dayrit Sr ES	6
	Secondary Schools Enrica Sandico IS BV Romero HS Sapangbato Nat'l HS	3

2. The CSC Qualification Standard and Job Description of the said positions are stated below:

POSITION PROFILE	
Position Title: **School Counselor Associate I**	Salary Grade: 11 Monthly Salary: P31,705.00
Station of Deployment: **Secondary and Elementary Schools**	
CSC QUALIFICATIONS:	
Education:	Bachelor's Degree in Guidance and Counseling or Psychology; or Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or Any related Bachelor's Degree with a minimum of eighteen (18) units of Behavioral Science courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting.
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional /Second Level Eligibility

JOB SUMMARY: The School Counselor Associate I supports the implementation of mental health and well-being services, including the delivery of career, guidance and counseling programs for learners. The role includes, but not limited to, assisting in learner profiling, conducting initial assessments, facilitating referrals, maintaining documentation, undertaking information and advocacy activities, psychosocial support, and coordinating with stakeholders and partners, under the supervision of the School Counselor.
GENERAL DUTIES AND RESPONSIBILITIES: ***See attached***

3. All qualified applicants are required to submit all documentary requirements through the **Agile Gateway for Appointments and Placements (AGAP) System** using this link: **https://tinyurl.com/AGAP-Portal** . Applications via AGAP system will be accepted from **November 17-27, 2026**. Failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum may result to exclusion from the pool of qualified applicants.

a. Letter of intent addressed to Ma. Irelyn P. Tamayo PhD, CESO V – Schools Division Superintendent
b. Duly accomplished PDS (CS Form No. 212, Revised 2026) with **Work Experience Sheet** (downloadable at depedangelescity.com);
c. Photocopy of valid and updated PRC License/ID, if applicable;
d. Photocopy of CSC Certificate of Eligibility/Board of Rating, if applicable;
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR), Certificate of GWA, and Diploma, including completion of graduate and post-graduate units/degrees, if available;
f. Photocopy of Certificate/s of relevant trainings or professional development programs (within the last 5 years), if any;
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
h. Photocopy of latest appointment (if any);
i. Photocopy of required Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 212), using the **Annex C** of DepEd Order No. 7 s. 2023, notarized by authorized official (**downloadable at depedangelescity.com**);
k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment (if applicable);

4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education",**

Enclosure No. 4: Criteria and Point System for Hiring and Promotion to Related-Teaching Positions

5. For more information in the AGAP System and for technical assistance kindly refer to the following links:

- User manuals and video tutorials: **https://tinyurl.com/AGAP-Portal-Guide**
- AGAP Helpdesk (Technical Concerns and Assistance): **https://tinyurl.com/AGAP-Ticketing**

6. SDO Angeles City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan. Hence, all applicants will be considered provided that they meet the minimum requirements of position to be filled.

7. Morever, this Office strictly observes the **Zero Tolerance Policy** against corruption especially to "pay-for-position" schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).

8. Immediate dissemination of this Memorandum is desired.

[redacted]
Digitally signed by Ma. Irelyn P. Tamayo
Date: 2026.11.17 10:[illegible]

MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent

[redacted]
Digitally initialed by Rosalin Muli
Date: 2026.11.17 10:58:58 +08'00'

Incl.: As stated
Reference: DO 7, s. 2023; DO 21, s. 2024; DO 19, s. 2026

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/November 17, 2026

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INDIVIDUAL INVENTORY AND ASSESSMENT	1. Collects and updates learner profile which includes but not limited to personal-social, academic, career, interest, and relevant health related data. 2. Administers standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards, to gather information on learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being. 3. Coordinates with teachers, parents and other relevant stakeholders to ensure personal-social, academic, and career success.
DELIVERY OF MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT SERVICES	1. Supports the development and delivery of localized school-based mental health, well-being, guidance and counseling programs and services aligned to the existing DepEd framework and policy. 2. Conducts intake and/or follow-up interviews to support case documentation, referral coordination, and the implementation of appropriate learner support services under professional supervision. 3. Supports planning, preparation and implementation of assessment services and programs through the supervision of School Counselors. 4. Facilitates group guidance activities that promotes personal-social, academic, career development of the learners under the supervision of a School Counselor. 5. Assists in career guidance activities implementations and executes referral protocols for career counseling and other support services. 6. Contributes in equipping the school community with skills for prevention, identification, proper response and referral of learners' mental health. 7. Provides mental health and psychosocial support services (MHPSS), such as but not limited to psychological and mental health first aid.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	8. Facilitates the referral of learners with but not limited to cases of bullying, learner rights and protection, neglect, abuse, mental health issues, and those with other development needs to appropriate professionals, committees, agencies, institutions, organizations for necessary intervention and aftercare support in coordination with the school counselor and relevant stakeholders. 9. Assists the School Head in the provision of mental health services for teachers and school personnel through information and referral services, in coordination with the concerned SDO personnel, School Counselors and/or Schools Division Counselor in the MHWO.
INFORMATION SERVICE AND CAPACITY BUILDING	1. Contributes in the planning, implementation, and facilitation of mental health awareness activities and well-being programs to promote resilience and well-being among learners and school personnel. 2. Conducts and supports educational initiatives on mental health and well-being, including but not limited to capacity-building activities, seminars, information campaigns, and other related programs for learners, personnel, parents, and stakeholders to promote awareness, prevention, early identification, appropriate response, and referral of mental health and well-being concerns. 3. Ensure widest dissemination of information, education and communication (IEC) materials in print and online forms for mental health promotion. 4. Aids in the delivery of technical assistance to the School Head and SDO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel. 5. Facilitates the capacity building and organization of peer facilitators to implement support and mentoring programs within the school under the supervision of the School Counselor.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	6. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services.
DOCUMENTATION , REPORTING and RESEARCH	1. Ensures proper documentation, handling, and safekeeping of learner records for use in program development and delivery, follow-up and referral services. 2. Documents referred cases of bullying, abuse, or neglect, ensuring proper referral to child learner rights and protection committees or school counselors for counseling intervention. 3. Aids in the delivery of technical assistance to the School Head and SDO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel. 4. Supports the conduct of research on mental health and services delivery and interventions, career development, learner well-being among others as aligned with research agenda of MHWO and needs of the school under the supervision of a School Counselor and/ or Schools Division Counselor. 5. Supports the preparation and submission of annual and consolidated reports, including school mental health data and research, to the School Counselor to facilitate monitoring, evaluation, and enhancement of guidance and counseling programs and services
COMMUNITY ENGAGEMENT	1. Supports in the establishment of linkages in the community and with other stakeholders for the promotion of personal-social development, academic success and career guidance activities, geared towards the holistic well-being of learners. 2. Coordinates and collaborates with teachers, parents, peers, community partners, and other relevant stakeholders in developing and implementing learner support initiatives that promote learners' mental health, psychosocial well-being, personal-social and academic development, and career readiness.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	3. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, under the supervision of the School Counselors.

Certified by the Agency HRMO:

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Albert Jerome C. Andres
Chief Administrative Officer (HRMO V)
Concurrent Officer-in-Charge
Office of the Director III, BHROD