



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

July 29, 2026

DIVISION MEMORANDUM
No. 444, s. 2026

CALL FOR APPLICATION FOR SCHOOL COUNSELOR ASSOCIATE I POSITION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
ALL Interested Applicants
Others Concerned

1. The Schools Division Office of Dagupan City through Human Resource Merit Promotion and Selection Board (HRMP SB) is now accepting application for the School Counselor Associate I position:

Position Title/ SG/ Monthly Salary/ Item Number	Education	Training	Experience	Eligibility	Place of Assignment
School Counselor Associate I / SG-11/ Php 31,705 SCCA1-60114- 2026 SCCA1-60115- 2026 SCCA1-60116- 2026 SCCA1-60117- 2026 SCCA1-60118- 2026 SCCA1-60119- 2026 SCCA1-60120- 2026 SCCA1-60121- 2026	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)	None required	None required	Career Service Professional/ Second Level Eligibility	Elementary (13) ECIS BBNHS FNCIS JJDVTVSS CNHS PIS



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SCCA1-60122-2026	units of				
SCCA1-60123-2026	Behavioral				
SCCA1-60124-2026	Science courses				
SCCA1-60125-2026	that shall include				
SCCA1-60126-2026	200 hours of				
SCCA1-60127-2026	supervised				
SCCA1-60128-2026	practicum or				
SCCA1-60129-2026	internship				
SCCA1-60130-2026	experience on				
SCCA1-60131-2026	guidance and				
SCCA1-60132-2026	counseling,				
SCCA1-60133-2026	preferably in a				
SCCA1-60134-2026	school or				
SCCA1-60135-2026	community				
SCCA1-60136-2026	setting				

2. The job description for the abovementioned vacant positions is attached to **Enclosure No. 1.**

4. CHECKLIST OF REQUIREMENT

a. Letter of intent addressed to the Head of Office or Highest human resource Officer:

MARCIANO U. SORIANO JR PhD, CESO VI
OIC-Schools Division Superintendent

- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if Applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of Certificate of Eligibility / Report of Rating, of applicable
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- f. Photocopy of Certificate/s of Training, if applicable
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- h. Photocopy of latest appointment, if applicable



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- i. Photocopy of the 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 of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)



Scan QR code for the template of checklist or it may access thru this
<https://tinyurl.com/checklistNTRTSA>

- k. Other documents as may be required for comparative assessment, such as but not limited to:
 - a. 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
 - b. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled
5. Applicants are required to **submit in hardcopy, 2 set of folders with notarized** Omnibus Sworn Statement and Checklist of Requirements mentioned above.
6. All applications shall be submitted through the **AGAP Portal (Applicants):** <https://tinyurl.com/AGAP-Portal>, with reference materials available at **AGAP User Manuals and Video Tutorials (Applicants):** <https://tinyurl.com/AGAP-Portal-Guide>.
7. The deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Office on or before



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August 10, 2026. Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the deadline.**

- 8. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped “received” at the Records Section. For applications who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day.
- 9. Applicants are hereby advised to bring the original copies all submitted documentary requirements on the paper assessment date for verification and authentication by the Human Resource Merit Promotion and Selection Board (HRMPSB)
- 10. Applicants are advised to review the pointing system for evaluation on Deped Order 007 s. 2023.

Table 1. Point System for Evaluative Assessment: Related-Teaching Positions

Criteria	Breakdown of Points		
	SG 11-15	SG 16-22	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
Total	100	100	100

- 11. **Only relevant Education, Training and Experience that exceeds the minimum qualifications of the CSC approved qualification standards shall be given points. Training must be earned after the last promotion but within the last five (5) years.**



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12. This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.
13. Immediate dissemination and compliance of this memorandum is desired.


MARCIANO U. SORIANO JR. PhD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



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Enclosure 1.

Position	School Counselor Associate I
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, coordinating with stakeholders and partners, under the supervision of the School Counselor.	
Key Results 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	1. Supports the development and delivery of localized school-based mental health, wellbeing, 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,



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	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. 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	1. Contributes in the planning, implementation, and facilitation of mental health awareness activities and



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CAPACITY BUILDING	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 incharge 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.
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 incharge 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



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	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. 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.



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INDIVIDUAL EVALUATION SHEET (Related- Teaching Positions)

(based on DepEd Order 007, s. 2023)

Name of Applicant: _____

Date of Assessment: _____

Position Applied For: _____

Criteria	Means of Verification	Weight Allocation			Computation/ Rubrics / Remarks	Score
		SG 11-15	SG 16-22	SG 24		
EDUCATION	___ OTR or Cert of Units Earned	10	10	10		
TRAINING	___ Certificate of Training	10	10	10		
EXPERIENCE	___ Service Record of COE	10	10	10		
PERFORMANCE		20	20	25		
For positions with experience requirement:	___ Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled				(Performance Rating/5) x Weight Allocation	
For positions without experience requirement:	___ Board Examination or Career Service Eligibility ratings; OR				(Board Exam or CS rating / 100) x Weight Allocation	
	___ PD 907 or Foreign School Honor Graduate Eligibility (FSHGE)				Summa Cum Laude -20 pts	
					Magna Cum Laude -19 pts	
					Cum Laude -18 pts	
OUTSTANDING ACCOMPLISHMENTS		10	5	10		
Awards and Recognition		2				
a.1 Academic or Inter-School award (for applicants with no or less than one year work experience)	___ A. Academic or Interschool Award; or				At least 3 academic or inter-school awards or TOSP Award or Top 10 in Board / CS Exam	- 2 pts
	___ B. Certificate of any document showing TOSP Award; or					
	___ C. Certification or any documents showing top-notchng a Board Examination				At least 2 academic/ inter-school awards	- 1 pt
a.2 Outstanding Employee Award (for applicant with previous work	___ A. Any issuance; memorandum or document showing the Criteria for the Search; AND				Awards given by higher office	- 2 pts
	___ B. Certificate of Recognition/Merit				Awards given by applicant's local office	- 1 pt
Research and Innovation		5				
	___ A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s.2017				MOVs Submitted:	
	___ B. Accomplishment Report verified by the Head of Office				A, B, C & D	- 5 pts
	___ C. Certification of utilization of the Innovation or research, within the school/office duly signed by the Head of Office				A, B, C & E	- 5 pts
	___ D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office				Only A, B and C	- 4 pts
	___ E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.				Only A and B	- 3 pts
					Only A	2 pts
Subject Matter Expert / Membership in NTWGs or Committees		3				
	___ A. Issuance of Memorandum showing the membership in NTWG or committee;				MOVs Submitted:	
	___ B. Certificate of Participation or Attendance; and				All MOVs	-3 pts
	___ C. Output/Adoption by the organization / DepEd				Only A and B	-2 pts
Resource Speakership / Learning Facilitation		2				
	___ A. Issuance / Memorandum / Invitation / Training Matrix; AND				Speakership in Higher Office/ Level	- 2 pts
	___ B. Certificate of Recognition / Merit / Commendation / Appreciation; AND				Speakership in applicant's local office	- 1 pt
	___ C. Slide deck/s used and/or Session guide/s					
NEAP Accredited Learning Facilitator		2				
	___ A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office				Accredited National Asessor	- 2 pts
	___ B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office				Accredited National Trainer	- 1.5 pts
					Accredited Regional Trainer	- 1 pt
APPLICATION OF EDUCATION		10	15	10		
For positions with experience requirement	___ A. Action Plan approved by the Head of Office				For SG 11-15 and SG 24	
	___ B. Accomplishment Report verified by the Head of Office				MOVs Submitted Relevant Not Relevant	
	___ C. Certification of the utilization / adoption signed by the Head of Office				All MOVs 10 pts 5 pts	
					Only A & B 7 pts 3 pts	
					Only A 5 pts 1 pt	
					For SG 16-22	
					MOVs Submitted Relevant Not Relevant	
					All MOVs 15 pts 9 pts	
					Only A & B 12 pts 6 pts	
					Only A 9 pts 3 pt	
For positions with no experience requirement	___ Certificate of GWA/ OTR/ Diploma/ Special Order or other certifications				(GWA /100) x weight allocation	
APPLICATION OF L&D		10	10	10		
	___ A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required;				MOVs Submitted: Relevant Not Relevant	
	___ B. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office.				All MOVs 10 pts 5 pts	
	___ C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;				Only A, B & C 7 pts 3 pts	
	___ D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.				Only A & B 5 pts 1 pt	
POTENTIAL		20	20	15		
Written Examinations		5	5	5		
Skills or Work Sample Tests		10	10	5		
Behavioural Events Interview		5	5	5		