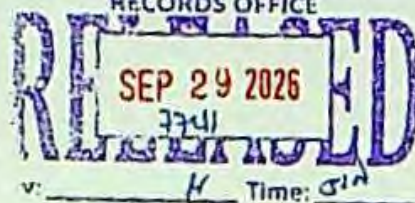




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

September 29, 2026

DIVISION MEMORANDUM

No. 559, s. 2026

CALL FOR APPLICATION FOR SCHOOL COUNSELOR ASSOCIATE I

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

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

Position Title/ SG/ Monthly Salary/ Item Number	Education	Training	Experience	Eligibility	Place of Assignment
School Counselor Associate I/ SG-11/ Php 31,705.00 SCCA-60126-2026 SCCA-60122-2026 SCCA1-60131-2026	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) units of Behavioral Science courses that shall include 200 hours of supervised	None required	None required	Career Service Professional/ Second Level Eligibility	Elementary School Carael National High School



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	practicum or internship experience on guidance and counseling, preferably in a school or community setting				
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2. The job description for the abovementioned vacant positions is attached to **Enclosure No. 1.**
3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order No. 007 s. 2023.

4. CHECKLIST OF REQUIREMENT

a. Letter of intent addressed to the SDS containing the following information:

- i. Statement of Purpose/ Expression of interest;
- ii. Position applied for;

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

- b. Duly accomplished PDS (CS Form 212, Revised 2025 with Work Experience Sheet);
- c. Photocopy of valid and updated PRC License/ID;
- d. Certificate of Competency level issued by authorized body (if applicable);
- e. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, (if available);
- f. Photocopy of duly signed Service Record;
- g. Photocopy of certificate/ s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;



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- h. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment, as may be administered by DepEd;
- i. Photocopy of latest appointment;
- j. Photocopy of the Performance Rating with at least **Very Satisfactory** rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;
- k. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C-2).



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

- 1. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
 - a. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.
- 5. Applicants are required to **submit in hardcopy, 2 set of folders** with **notarized** Omnibus Sworn Statement and Checklist of Requirements mentioned above.
- 6. 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)



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7. 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>.
8. The deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Office on or before **October 5, 2026**. Individuals who failed to submit mandatory documentary requirements on the set deadline would mean a waiver of the right to be included in the evaluation/comparative assessment. **No additional documents shall be accepted after the deadline.**
9. 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.
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		
	SC 11-15	SC 16-22	SC 23-30/Chief
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	20
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	10	10
g. Application of L&D	10	10	10
h. Potential (Written Test, DEJ, Work Sample Test)	20	20	10
Total	100	100	100

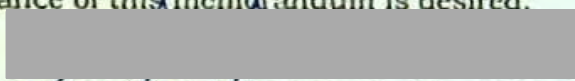
11. Only relevant Education, Training and Experience that exceeds the minimum qualifications of the CSC approved qualification standards shall be given points. Training must be earned after the last promotion but within the last five (5) years.



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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

Position Title:	School Counselor Associate I	Salary Grade: 11
Unit/Division:	Elementary School, Carol Hill	Monthly Salary: P 31,703.00
QUALIFICATION STANDARD		
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 practice 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	
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	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, 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 protocol 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 psychosocial 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 issue, and those with other developmental needs to appropriate professionals, communities, 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 (EC) 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 learners 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 teacher 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.	
DOCUMENTATION, REPORTING AND RESEARCH	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	

INDIVIDUAL EVALUATION SHEET (Related- Teaching Positions)
(based on DepEd Order 007, s. 2023, amended DepEd Order 021 s. 2024)

Name of Applicant: _____
Position Applied For: _____

Date of Assessment: _____

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/7) x Weight Allocation	
For positions without experience requirement:	___ Board Examination or Career Service Eligibility ratings: CE				(Board Exam or CE rating / 100) x Weight Allocation	
	___ PO NOT or Foreign School Honor Graduate Eligibility (FSGEL)				Summa Cum Laude Magna Cum Laude Cum Laude	10 pts -18 pts 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 Inter-school Award, or ___ B. Certificate of any document showing TOP Award, or ___ C. Certification or any documents showing top notching a Board Examination				At least 3 academic or inter-school awards or TOP Award or Top 10 in Board / CE Exam	7 pts
a.2 Outstanding Employee Award (for applicant with previous work)	___ A. Any issuance, memorandum or document showing the Criteria for the Search, AND ___ B. Certificate of Recognition/Merit				At least 2 academic inter-school awards	5 pts
Research and Innovation		5			Awards given by higher office	-2 pts
					Awards given by applicant's local office	1 pt
	___ A. Proposal duly approved by the Head of Office or the designated Research Committee per DIT 15, s. 2317 ___ B. Accomplishment Report verified by the head of Office ___ C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office ___ D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office ___ 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				MOVs Submitted: A, B, C & D A, B, C & E Only A, B and C Only A and B Only A	5 pts -5 pts -4 pts -3 pts 2 pts
Subject Matter Expert / Membership in NTWG's or Committees		3				
	___ A. Issuance of Memorandum showing the membership in NTWG or committees ___ B. Certificate of Participation or Attendance; and ___ C. Output/Adoption by the organization / Dept. d				MOVs Submitted: A, B, C & D	3 pts 2 pts
Resource Speakership / Learning Facilitation		2				
	___ A. Issuance / Memorandum / Invitation / Training Matrix, AND ___ B. Certificate of Recognition / Merit / Commendation / Appreciation, AND ___ C. Slide deck/s used and/or Session guide/s				Speakership in Higher Office/ Level Speakership in applicant's local office	2 pts -1 pt
NEAP Accredited Learning Facilitator		2				
	___ A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office ___ B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office				Accredited National Assessor Accredited National Trainer Accredited Regional Trainer	2 pts -1.5 pts -1 pt
APPLICATION OF EDUCATION		10	15	10		
For positions with experience requirement	___ A. Action Plan approved by the head of Office ___ B. Accomplishment Report verified by the head of Office ___ C. Certification of the utilization / adoption signed by the Head of Office				For SG 11-15 and SG 24 MOVs Submitted Relevant Not Relevant AB 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 AB 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; ___ B. Action Plan/Re-entry Action Plan (REAP) / L&D Embedded Learning (LEL) / Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the head of Office ___ C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; ___ 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				MOVs Submitted Relevant Not Relevant AB MOVs 10 pts 5 pts Only A, B & C 7 pts 3 pts 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		