July 30, 2026

DIVISION MEMORANDUM
No. 588 s, 2026

INVITATION TO APPLY FOR SCHOOL COUNSELOR ASSOCIATE I

TO : Human Resource Merit Promotion and Selection Board
School Administrators
All Others Concerned

1. This office hereby announces the acceptance of application for School Counselor Associate I position:

Governance Level	Position/SG	Unit/Division
School	School Counselor Associate I / SG 11	Elementary / Secondary School – Baybay City Division

2. Basic qualification standards for the said position are as follows:

Position Title	Education	Experience	Training	Eligibility
School Counselor Associate I	Bachelor's degree in Guidance and Counseling or Psychology; or Any Bachelor's degree with at least (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	None required	None required	Career Service (Professional)/ Second Level Eligibility

3. **Applications shall be submitted exclusively through the AGAP Portal. Applicants must completely and accurately fill out the online application form, upload all required documentary requirements, and submit their applications on or before the prescribed deadline to ensure proper evaluation and inclusion in the selection process.**

4. The AGAP Applicant Portal may be accessed through: **https://tinyurl.com/AGAP-Portal** .

5. Prior to completing the online application, all applicants are strongly encouraged to review the AGAP Applicant User Manual and Video Tutorial, which provide step-by-step guidance on account creation, application submission, and document uploading. The guide may be accessed through **https://tinyurl.com/AGAP-Portal-Guide**.

6. Applicants are likewise advised to regularly monitor their registered email address and AGAP Portal account for application updates and status notifications.

7. Applicants are reminded to carefully follow all instructions to ensure the completeness and correctness of the submissions. Likewise, applicants are responsible for ensuring that all uploaded documents are complete, accurate, legible, and correspond to the position(s) being applied for. Incomplete, inaccurate, or unreadable submissions may affect the evaluation of the application.

8. The following documentary requirements shall be uploaded to the AGAP Applicant Portal in clear, readable, and complete scanned copies:

    a) Letter of intent addressed to the Schools Division Superintendent;
    b) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2026) and Work Experience Sheet;
    c) Photocopy of valid and updated PRC License/ID; or
    d) Photocopy of Certificate of Eligibility/Report of Rating;
    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;
    f) Certification of General Weighted Average (GWA) of Highest Educational Attainment;
    g) Photocopy of Certificate(s) of Training; if any
    h) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable; if any
    i) Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission; if any
    j) 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; *see attached Annex A*
    k) Other documents as may be required for comparative assessment, such as but not limited to:
    k.1 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;

9. Schedule of activities relative to the recruitment are as follows:

Activity	Date	Person / Place
Submission of application	August 3-13, 2026	AGAP Portal

Orientation of the guidelines	August 7, 2026 (2:00 PM)	HRMO / Schools Division Office, Diversion Road, Brgy. Gaas, Baybay City, Leyte
Check applicants qualification vis-à-vis Qualification Standards	August 4-14, 2026	HRMO Via the AGAP Portal
Interview, written exam, and Computer Literacy Test	To be announced	HRMPSB / To be announced
Posting of Comparative Assessment Result (CAR)	Immediately after the assessment	HRMO / AGAP Portal

10. Applicants shall be evaluated and assessed in accordance with DepEd Order No. 7, s. 2023, entitled Guidelines on Recruitment, Selection, and Appointment in the Department of Education.

11. The duties and functions of the position are attached for the information and guidance of the applicants.

12. The reference links are also attached for the guidance and assistance of the applicants.

13. All expenses incurred in relation to the aforementioned activities shall be charged against OSDS/MOOE Funds, subject to existing accounting and auditing rules and regulations.

14. Immediate dissemination of and strict compliance with this Memorandum are desired.

MANUEL P. ALBAÑO, PhD., CESO V
Schools Division Superintendent
S.O. #1285, S. 2026 7/20/2026

Incl.: As stated
Reference: D.O. 7, s., 2023
To be indicated in the perpetual index under the following subjects:

SCA I *HRM* *AGAP Portal*

BAYBAY CITY DIVISION
RELEASED
DATE JUL 31 2026
BY: 9:42 8
BAYBAY CITY, LEYTE

QUICK ACCESS FOR APPLICANTS

SCA I APPLICATION RESOURCES

Everything you need to apply for SCA I Positions in the Department of Education

APPLY HERE!
AGAP APPLICANT PORTAL

https://tinyurl.com/AGAP-Portal

Create an account • Fill out your application • Upload documents • Track your application status

APPLICANT GUIDE

Step-by-step manual and video tutorial to help you complete your application.

Applicant User Manual & Video Tutorial

https://tinyurl.com/AGAP-Portal-Guide

NEED ASSISTANCE?

AGAP HELPDESK

For technical issues with your application, submit a support ticket.

https://tinyurl.com/AGAP-Ticketing

AGAP LIVE SUPPORT

For urgent concerns and real-time assistance.

AVAILABLE

Monday – Friday

8:00 – 9:00 AM
1:00 – 2:00 PM

https://tinyurl.com/AGAPLiveSupport

BEFORE YOU APPLY

- Prepare all required documents.
- Ensure your information is complete and accurate.
- Use only one applicant account.
- Submit your application before the deadline.
- Check your email and application status regularly.

We look forward to your application!
— Thank you and good luck! —

www.deped.gov.ph
DepEd Philippines

Annex A

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes ( ) No ( )
Solo Parent: Yes ( ) No ( )

	Basic Documentary Requirement	Status of Submission *(To be filled-out by the applicant; Check if submitted)*	Verification *(To be filled-out by the School Screening Committee)*	
			Status of Submission *(Check if complied)*	Remarks
a.	Letter of intent addressed to the Head of Office: **MANUEL P. ALBAÑO, PhD, CESO V** Schools Division Superintendent SDO of Baybay City			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) and Work Experience Sheet			
c.	Photocopy of valid and updated PRC License/ID; or			
d.	Photocopy of Certificate of Eligibility/Report of Rating			
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			
f.	Certification of General Weighted Average (GWA) of Highest Educational Attainment;			
g.	Photocopy of Certificate/s of Training, if any			
h.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable; if any			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if any			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
k.1	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;			
m.	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;			

Attested:

_____
Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

_____
Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

_____
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Department of Education	**JOB DESCRIPTION**	JD No. _____	Revision Code: 00
Position Title	School Counselor Associate I	**Salary Grade**	11
Parenthetical Title		**Governance Level**	School
Office/Bureau/Service	School	**Unit/Division**	
Reports to	School Counselor I-IV School Head	**Effectivity Date**	
Positions Supervised			

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.

QUALIFICATION STANDARDS

A. CSC-Approved 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
Eligibility	Career Service Professional/ Second Level Eligibility
Trainings	None required
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

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:

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