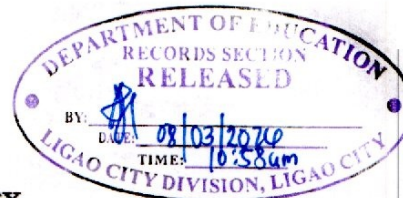


Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

80326383

August 3, 2026

DIVISION MEMORANDUM

No. **0375**, s. 2026

**ANNOUNCEMENT OF COMPARATIVE ASSESSMENT OF SCHOOL
COUNSELOR ASSOCIATE I POSITIONS**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Elementary/Secondary School Heads
All Unit/Section Heads
All Others Concerned

1. This Office informs the field of the assessment for the School Counselor Associate I Position.
Below is the CSC Qualification Standard for the abovementioned Position.

Position	No of Vacancy	Salary	District / School Assignment	Qualification Standards (Minimum Requirements)
School Counselor Associate I (SGC I)	13	SG 11 (P 31,705)	Elem - 5 Sec - 8	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)

2. The Schedule of Activities for assessment is as follows:

Activity	Position to be Assessed	Date and Time
Pre-registration of Interested Applicants (through submitting their Application at the AGAP SYSTEM and hard copy to the Personnel Section)	SGC I	August 3 to August 13, 2026



Binatagan, Ligao City, 4504
ligao.city@deped.gov.ph
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Initial Evaluation of applicant's documents	SGC I	August 14 to 19, 2026
Notification of Qualified Applicants	SGC I	August 20 to 21, 2026
Assessment of Documents, Behavioural Events Interview, Skill Test and Written Examination	SGC I	August 24 to 26, 2026

3. Qualified and interested applicants **are required** to submit their application through the **AGAP SYTEMS** and submitting one (1) photocopy (hard copy) of the Documentary Requirements / Pertinent Documents at the Personnel Section *on or before August 13, 2026*.

- ✦ **AGAP Portal (Applicants):** <https://tinyurl.com/AGAP-Portal>
- ✦ **AGAP User Manuals and Video Tutorials (Applicants):** <https://tinyurl.com/AGAP-Portal-Guide>
- ✦ **AGAP Helpdesk** (Technical Concerns and Assistance): <https://tinyurl.com/AGAP-Ticketing>
- ✦ **AGAP Live Support** (For direct communication with AGAP Team): <https://tinyurl.com/AGAPLiveSupport> Note: Live support is only open from 8am-9am and 1pm-2pm every Mon-Fri.

4. All notified qualified applicants who meet the above qualification standards are advised to bring the original documents on the scheduled date of assessment at the SDO Ligao City. The documents must be prepared in the following sequence:

Documentary Requirements:

- a. Letter of Intent addressed to the Head of Office containing the following information:
 - a.1. Statement of purpose/expression of interest; and
 - a.2. Learning area/subject group they intend to teach, if applicable
- b. Duly Accomplished Personal Data Sheet (CSC Form 212, revised 2025) with attached Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility / Rating, if applicable;
- f. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) **with Certificate of General Weighted Average** and Diploma, including completion of graduate and post-graduate units / degrees in the highest academic/grade level earned, 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 (for those applying for promotion);
- i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;



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- k. Photocopy of the Performance Rating
 - l. 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 A*) sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755;
 - m. Other documents may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators. For **Non-Teaching Position – Means of Verification (MOV's – Annex B)** showing Outstanding Accomplishments.
5. Individuals who failed to submit complete mandatory documents (Items 4.a to 4.1) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of additional documentary requirements or those that may be required by the HRMPSB (Item 19.m) shall not warrant exclusion from the pool of official applicants.
 6. No additional documents shall be accepted after the deadline.
 7. This office shall adopt an open ranking system guided by DepEd Order No. 7, s. 2023, DepEd Order No. 19, s. 2022, CSC MC No. 14, s. 2018 and other related issuances.
 8. Qualified applicants will be notified through the contact number and email address provided in their Personal Data Sheet.
 9. This office adheres to the principle of equal opportunity for all in the recruitment, selection, and appointment of personnel in the first and second level positions in all units, sections and schools covering all officials and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation or activity.
 11. Expenses related to the conduct of the above activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
 12. Immediate and widest dissemination of this memorandum is desired.

Very truly yours,

NYMPHA D. GUEMO
Schools Division Superintendent



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ANNEX B

**MEANS OF VERIFICATION (MOV)
(FOR NON-TEACHING and RELATED TEACHING POSITIONS)**

1. **OUTSTANDING ACCOMPLISHMENTS** – refers to meritorious contributions of an applicants, such as ideas, inventions or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and / or savings in government spending.

- a. **Awards and Recognition** – refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

- a.1. *Citation or Commendation* – shall apply only to applicants for **General Services positions**.

MOV: Letter of Citation or Commendation from previous employer

- a.2. *Academic or Inter-School Awards* – shall apply only to applicants with no or less than one (1) year work experience (e.g. fresh graduates)

MOV : A. Academic or inter-school award; or

B. Ten Outstanding Students of the Philippines (TOSP) Award; or

C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

- a.3. *Outstanding Employee Award* – shall apply to applicants with previous work experience, or those applying to positions with experience requirement

MOV : A. Any issuance, memorandum or document showing the Criteria for the search; and

B. Certificate of Recognition/Merit

- b. **Research and Innovation**

MOV :

A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017

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 is likewise approved by authorized body) of the concept/s developed in the research



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- c. **Subject Matter Expert / Membership in National TWGs or Committees** – shall apply to applicants who have been chosen and requested to use their technical knowledge, skills and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies and learning materials. Subject matter expertise or membership in NTWG's or Committees must, however, be relevant to the position being applied for.

MOV :

- A. Issuance or Memorandum showing the membership in NTWG or Committee;
- B. Certificate of Participation or Attendance; and
- C. Output / Adoption by the Organization/DepED.

- d. **Resource Speakership / Learning Facilitation** – shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s.

MOV:

- 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

- e. **NEAP Accredited Learning Facilitator** – shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP)

MOV :

- A. Certificate Recognition as Learning Facilitator issued by NEAP Regional Office
- B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

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 HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) 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, if 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			
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 on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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			
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			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF 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". [c]electronic 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.

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, and coordinating with stakeholders and partners, under the supervision of the School Counselor.

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.

School Counselor Associate I

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.
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**.

School Counselor Associate I

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.
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.

School Counselor Associate I

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. 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.