



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

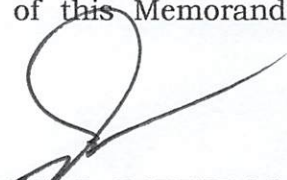
10 March 2025

DIVISION MEMORANDUM
No. 172 s. 2025

**PROFILING OF GUIDANCE RELATED PLANTILLA POSITIONS AND GUIDANCE
DESIGNATES/ADVOCATES FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to the Memorandum DM-OUHROD-2025-0599 dated March 7, 2025, titled **Profiling of Guidance Related Plantilla Positions and Guidance Designates/Advocates for SY 2024-2025**, the Office of the Undersecretary through Human Resource and Organizational Development (HROD) strand will conduct inventory to profile school-based personnel and generate valuable data to inform future human resource actions.
2. With this, all personnel holding guidance-related plantilla positions and teachers assigned as guidance teachers, advocates or designates are required to complete the survey form accessible using the following link: bit.ly/GC_InventorySY2425 on or before **March 14, 2025**.
3. Attached is the said issuance for your reference.
4. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: DM-OUHROD-2025-0599
To be indicated in the Perpetual Index
under the following subjects:

PROFILING
PLANTILLA POSITIONS
ADVOCATES

OSDS Personnel Unit – profiling of guidance related plantilla positions and guidance designates/advocates for sy 2024-2025
PER2R64J-001325/March 10, 2025



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0599

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
HUMAN RESOURCE MANAGEMENT OFFICERS (HRMO)
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
*Undersecretary for Human Resource and
Organizational Development*

SUBJECT : **PROFILING OF GUIDANCE RELATED PLANTILLA POSITIONS AND
GUIDANCE DESIGNATES/ADVOCATES FOR SY 2024-2025**

DATE : March 7, 2025

The Department of Education (DepEd), through the Human Resource and Organizational Development (HROD) strand, is currently undertaking steps to support the implementation of **RA 12080**, also known as the *Basic Education Mental Health and Well-being Promotion Act* by ensuring provision of Mental Health Professionals in schools.

As part of this initiative, the HROD strand is currently conducting a review of the school staffing complement, which includes an inventory of **teachers designated as guidance teachers, advocates, or designates**, as well as **personnel holding guidance-related plantilla positions** (e.g., *Guidance Counselors, Guidance Coordinators, and Guidance Services Specialists*).

In this regard, all personnel holding guidance-related positions and teachers assigned as guidance teachers, advocates, or designates are required to complete the **survey form** accessible using the following link: bit.ly/GC_InventorySY2425.

The purpose of this inventory is to profile school-based personnel and generate valuable data to inform future human resource actions. The Regional and Schools Divisions Office Human Resource and Management Officers (HRMOs) shall monitor immediate compliance and submission of the inventory **on or before March 14, 2025**.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number (02) 8633-5397.

For your appropriate action.

cc: **Office of the Secretary**



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

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