



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

28 July 2026

DIVISION MEMORANDUM
No. **505** s. 2026

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO
SCHOOL COUNSELOR ASSOCIATE I VACANT POSITIONS**

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

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants to **School Counselor Associate I** vacant positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022 (DepEd Merit Selection Plan)**, **DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)** and **DepEd Order No. 019, s. 2026 (Qualification Standards for Positions Created Under Republic Act No. 12080 or the Basic Education Mental Health and Well-being Promotion Act)** in the recruitment and selection process.

Position Title	Salary Grade	Monthly Salary	No. of Positions	Place of Assignment (Plantilla)
School Counselor Associate I	SG 11	P 31,705.00	12	Elementary/ Secondary School

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are required to register in the **Agile Gateway for Appointments and Placements (AGAP) System** before submitting all the documentary requirements prescribed under **DepEd Order No. 007, s. 2023 (see attached Annex A)**. The documents **must be properly labeled with ear tags** according to the prescribed criteria and submitted to the Personnel Services Unit through the Records Section of this division or via e-mail at tayabas.city@deped.gov.ph on or before **August 7, 2026, until 5:00 P.M.** Applicants are likewise advised to refer to **Annex B** for the duties and responsibilities of the position.

4. In the interest of fairness to all applicants and in strict adherence to the prescribed process, **the submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of the recruitment process. Likewise, **applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants.**

5. All interested applicants are **required to register** through the Agile Gateway for Appointments and Placements (AGAP) System using the following link: <https://tinyurl.com/AGAP-Portal> **prior to the submission of their application**, where the uploading of all required application documents is mandatory for all applicants. **Walk-in applicants** who personally submit their application documents to the Personnel Services Unit through the Records Section are likewise **required to upload the same complete set of documents** to the AGAP System. **Online applicants**, on the other hand, are **required to upload** all required application documents to the AGAP System and submit the same complete set of documents via email to tayabas.city@deped.gov.ph on or before the prescribed deadline.

6. For more information on the AGAP System, applicants may refer to **the User Manual and Video Tutorials** through the following link: <https://tinyurl.com/AGAP-Portal-Guide>.

7. For technical concerns and assistance regarding the **AGAP Helpdesk**, applicants may access the following link: <https://tinyurl.com/AGAP-Ticketing>.

8. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
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.	None Required	None Required	Career Service Professional (Second Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

9. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	August 7, 2026	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	August 17, 2026	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	August 17, 2026	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	August 17, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [<i>Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)</i>]	August 20, 2026	ALS Room, BANHS Building
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	August 20, 2026	ALS Room, BANHS Building
Submission of CAR to the Appointing Authority	August 20, 2026	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	August 21, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page

Note: The Scheduled Timeline of Activities is subject to change based on the number of applications received.

10. Wide and immediate dissemination of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 019, s. 2022

DepEd Order No. 007, s. 2023

DepEd Order No. 019, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

RSP
SCHOOL COUNSELOR ASSOCIATE I
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to school
counselor associate i vacant positions
PER88MEI-002871/July 28, 2026

Annex A

**CHECKLIST OF REQUIREMENTS
(As per DepEd Order No. 007, s. 2023)**

Mandatory requirements

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain). Notarization will no longer be required to relieve applicants of unnecessary costs;

(Note: The form can be downloaded at <https://tinyurl.com/OmnibusandChecklist>)

2. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (**CS Form No. 212, Revised 2025**) with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;

4. Photocopy of the updated PRC ID License for RA 1080-relevant eligibility; or CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System (for CSC eligibility);

5. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree and Diploma;

6. Photocopy of Certified True Copy of Transcript of Records **or** Certification of Units Earned issued by the School Registrar of the following, if applicable;

6.1. Masteral Degree (if any);

6.2. Doctoral Degree (if any);

7. Photocopy of the Certificate of Practicum or Internship experience with at least **200 hours in Guidance and Counseling**, preferably in a school or community setting;

(Note: This is required only for graduates of a Bachelor's Degree with a minimum of eighteen (18) units in Behavioral Science.)

8. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of appointment, if applicable;

8.1. Additional Means of Verification (MOVs) for trainings attended

9. Updated Service Record;

10. Certificate of Employment with brief description of duties and responsibilities
(Note: This is required only for applicants from private institutions and those engaged under a Job Order (JO) or Contract of Service (COS) arrangement);

Other documents as required in DepEd Order 007, s. 2023 (acquired after the date of last appointment)

11. Performance rating covering one (1) year complete performance rating period acquired in the current or previous job or position relevant to the position prior to the date of submission (if applicable);

Note: Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone will not be accepted. In the absence of the applicable performance evaluation tool, no proxy measures shall be considered.

Note: For positions with experience requirement:

a. For internal applicants:

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to the position to be filled. **However**, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in **the last rating period prior** to the date of assessment or screening.

b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

Note: For positions with NO experience requirement:

a. Applicants to positions that do not require previous experience must submit any of the following:

- Certified true copy of Board exam rating;
- Certified true copy of CS exam rating;
- General Weighted Average (GWA) in the highest grade level

attained transmuted to a percentage scale (for General Services positions; for positions with no eligibility requirement)

b. An applicant with prior experience who applies to a position that do not require experience, his performance rating shall be the basis for giving points.

11. Outstanding Accomplishment acquired or earned after the last appointment (if any);

11.1. Awards and recognition *(All listed MOVs shall be submitted to earn points)*

11.1.1. Citation or Commendation (This shall apply only to General Services Positions)

11.1.1.1. Letter of Citation or Commendation from previous employer

11.1.2. Awards as Trainer/Coach (This shall apply only to School Administration Positions)

11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.

11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity

11.1.3 Outstanding Employee Award

- 11.1.3.1 Any issuance, memorandum or document showing the Criteria for the Search
- 11.3.1.2 Certificate of Recognition/ Merit
- 11.1.4 Academic or Inter-School Awards (This shall apply only to applicants with no or less than 1 year work experience)
 - 11.1.4.1 Academic or inter-school award or;
 - 11.1.4.2 Ten Outstanding Students of the Philippines (TOSP) Award or;
 - 11.1.4.3 Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

11.2. Research and Innovation

- 11.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
- 11.2.2. Accomplishment report verified by the Head of Office
- 11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 11.2.5. 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
- 11.3. Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)
 - 11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
 - 11.3.2. Certificate of Participation or Attendance; and
 - 11.3.3. Output/Adoption by the Organization/ DepEd
- 11.4. Resource Speakership/Learning Facilitation** (*All listed MOVs shall be submitted to earn points*)
 - 11.4.1. Issuance/Memorandum/Invitation/Training Matrix;
 - 11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
 - 11.4.3. Slide deck/s used and/or Session guide/s
- 11.5. NEAP Accredited Learning Facilitator**
 - 11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - 11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

12. Application of Education (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

Note: For positions with experience requirement:

Relevant Intervention:

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

Note: For positions with NO experience requirement:

Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission on Higher Education (CHED) or other certifications.

13. Applications of Learning and Development (L&D)

- 13.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L & D intervention is aligned to the core tasks of the incumbent or previous position shall be required;
- 13.2. 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;
- 13.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;
- 13.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

14. Latest approved appointment (if any).

Note: During the deliberation process, applicants **shall present the original copies of all submitted documents for validation.** Failure to show the original documents shall nullify the points of the criterion where it represents.

Applicants who **fail to attend** the scheduled Comparative Assessment shall be deemed to have withdrawn their application and shall not be included in the Comparative Assessment Result (CAR).

Annex B

KEY RESULTS AREA (KRA)	DUTIES & 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' development 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. 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 School 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. 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. 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 School 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.
	1. Supports in the establishment of linkages in the community and with other stakeholders for the promotion of personal-social development, academic

**Community
Engagement**

- 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.