



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 July 2026

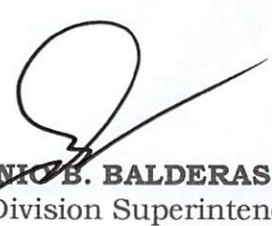
DIVISION MEMORANDUM

No. **508** s. 2026

QUALIFICATION STANDARDS FOR POSITIONS CREATED UNDER REPUBLIC ACT NO. 12080 OR THE BASIC EDUCATION MENTAL HEALTH AND WELL-BEING PROMOTION ACT

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

1. In reference to **DepEd Order No. 019, s. 2026**, titled **Qualification Standards for Positions Created** under **Republic Act No. 12080** or the **Basic Education Mental Health and Well-Being Promotion Act**, dated July 22, 2026, this Office disseminates the said issuance for the information and guidance of all concerned.
2. The Order adopts the Civil Service Commission-approved Qualification Standards for the newly created positions under **Republic Act No. 12080**, namely:
 - a. Schools Division Counselor (SDC);
 - b. School Counselor I-IV; and
 - c. School Counselor Associate I-V.
3. The issuance likewise provides that the above-mentioned positions are classified as related teaching positions and shall be governed by the applicable recruitment, selection, appointment, and other personnel policies of the Department of Education and the Civil Service Commission.
4. All concerned are enjoined to familiarize themselves with the provisions of the Order and ensure its proper dissemination to all personnel for information and appropriate reference.
5. Immediate dissemination of and compliance with this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 019, s. 2026

Republic Act No. 12080

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

COUNSELOR
MENTAL HEALTH
STANDARDS

SGOD- qualification standards for positions created under republic act no. 12080 or the basic education mental health and well-being promotion act
RECP3LTM-009782/July 29, 2026



Republic of the Philippines
Department of Education

JUL 22 2026

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**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Aligned with the competency-based human resource systems of the Civil Service Commission (CSC) and the Department of Education (DepEd) under DepEd Order (DO) No. 019, s. 2022, titled Department of Education Merit Selection Plan, and pursuant to Republic Act (RA) No. 12080, otherwise known as the Basic Education Mental Health and Well-Being Promotion Act, DepEd, through the Bureau of Human Resource and Organizational Development, has developed the Qualification Standards (QS) for the new plantilla positions created under RA No. 12080.

2. On June 30, 2026, the CSC promulgated **CSC Resolution No. 2600920**, which approved the QS for the following positions: (1) Schools Division Counselor (SDC); (2) School Counselor (SC) I-IV; and (3) School Counselor Associate (SCA) I-V.

3. Through this Order, DepEd adopts the foregoing Resolution, which shall govern appointments and other personnel actions involving the said positions, in connection with the establishment of the Mental Health and Well-Being Office (MHWO) and School Care Centers in the schools division offices (SDOs) under Section Nos. 5 and 7 of RA No. 12080, respectively.

4. The positions covered by this Order shall be classified as related-teaching positions across all governance levels of DepEd. Accordingly, appointments to these positions shall be processed in accordance with DO No. 019, s. 2022; DO No. 007, s. 2023, titled Guidelines on the Recruitment, Selection, and Appointment in the Department of Education, and applicable Civil Service laws, rules, and regulations.

5. In connection therewith, the List of Related Teaching Positions outlined in **Annex A of DO No. 007, s. 2023, as amended**, is hereby supplemented to include the following:

- a. Schools Division Counselor;
- b. School Counselor I;
- c. School Counselor II;



- d. School Counselor III;
- e. School Counselor IV;
- f. School Counselor Associate I;
- g. School Counselor Associate II;
- h. School Counselor Associate III;
- i. School Counselor Associate IV; and
- j. School Counselor Associate V.

The amended List of Related-Teaching Positions is attached hereto as **Annex “A”**.

Accordingly, the criteria, point system, and procedures for the recruitment, selection, and appointment (RSA) of related-teaching positions under **Enclosure No. 4 of DO No. 007, s. 2023, as amended**, shall apply to the above-cited positions, unless modified by subsequent issuances.

6. All appointments, including promotion, reclassification, and retitling of covered positions, shall strictly adhere to the CSC-approved QS.

7. Upon the creation of plantilla positions by the Department of Budget and Management (DBM) and the issuance of corresponding Notices of Organization, Staffing, and Compensation Action, the concerned DepEd offices shall immediately publish the positions and proceed with the succeeding RSA processes, including the deployment of qualified personnel, in accordance with existing DepEd and CSC policies.

8. Pursuant to Section 5 of RA No. 12080, the SDC shall be lodged with the SDO and tasked to lead the MHWO. Section 7 of the same Act provides that SCs and SCAs shall be deployed in public basic education schools. The specific details on the establishment and functions of the MHWO, as well as the deployment of SC and SCA positions, shall be provided in separate issuances.

The Job Descriptions in **Annex “B”** define the duties, responsibilities, accountabilities, reporting relationships, and expected outputs of the covered positions under the MHWO and care centers. These shall also guide SDOs, regional offices, and other concerned DepEd offices in organizational structuring, staffing, performance management, learning and development, and other human resource management interventions, consistent with existing CSC and DepEd policies.

9. A certified true copy of CSC Resolution No. 2600920, dated June 30, 2026, is attached hereto and forms part of this Order.

10. All related issuances and rules that are inconsistent with this Order are repealed, rescinded, or amended accordingly.

11. This Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

12. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resource Development Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco

Avenue, Pasig City, through email at bhrod.hrdd@deped.gov.ph or telephone number (02) 8470-6630.

13. Immediate dissemination of and strict compliance with this Order is directed.



SONNY ANGARA
Secretary

Encls.:
As stated

References:
DepEd Order (Nos. 021, s. 2024; 007, s. 2023; and 019, s. 2022;)

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

APPOINTMENT
BUREAUS AND OFFICES
EMPLOYMENT
HIRING

POLICY
QUALIFICATIONS
RULES AND REGULATIONS
SELECTION

**LIST OF DEPED AUTHORIZED POSITIONS
Related Teaching Positions**

Position Title	Salary Grade
Chief Education Supervisor	24
Chief Education Program Specialist	24
Schools Division Counselor	24
Education Program Supervisor	22
Public Schools District Supervisor	22
School Counselor IV	22
Supervising Education Program Specialist	22
School Counselor III	20
Senior Education Program Specialist	19
Senior Science Research Specialist	19
School Counselor II	18
Vocational Instruction Supervisor III	18
Vocational Instruction Supervisor II	17
Education Program Specialist II	16
Guidance Coordinator III	16
Science Research Specialist II	16
Science Research Technician IV	16
School Counselor I	16
Vocational Instruction Supervisor I	16
Guidance Coordinator II	15
School Counselor Associate V	15
School Farming Coordinator III	15
Teacher Credentials Evaluator II	15
Guidance Coordinator I	14
School Counselor Associate IV	14
School Farming Coordinator II	14
Guidance Counselor III	13
School Farming Coordinator I	13



Science Research Technician III	13
School Counselor Associate III	13
Teacher Credentials Evaluator I	13
Crafts Education Demonstrator II	12
Education Program Specialist I	12
Guidance Counselor II	12
School Counselor Associate II	12
Guidance Counselor I	11
School Counselor Associate I	11
Science Research Technician II	11
Teaching-Aids Specialist	11
Crafts Education Demonstrator I	10
Education Research Assistant II	10
School Farm Demonstrator	10

Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00			
Position Title	School Counselor I	Salary Grade	16			
Parentetical Title		Governance Level	School			
Office/Bureau/Service		Unit/Division				
Reports to	School Head Schools Division Counselor	Effectivity Date				
Positions Supervised	School Counselor Associates I-V					
JOB SUMMARY						
The School Counselor I leads and manages the school Care Center in the effective delivery of mental health, well-being, guidance and counseling, and career development programs and services, as well as the establishment of partnerships that promote learners' overall well-being, under the supervision of the Schools Division Counselor. The position is responsible for the strategic planning, implementation, monitoring, and evaluation of school-based mental health and well-being programs in alignment with the overall DepEd framework.						
QUALIFICATION STANDARDS						
A. CSC-Approved Qualifications						
Education	Master's degree in Guidance and Counseling; or Master's degree in Psychology					
Experience	None required					
Eligibility	RA 1080, as amended (Guidance Counselor or Psychologist)*					
Trainings	None required					
B. Proposed Qualifications						
Education						
Experience						
Eligibility						
Trainings						



KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INDIVIDUAL INVENTORY AND ASSESSMENT	1. Maintains a dynamic, individualized learner inventory tracking academic progress, career aspirations, and personal-social development to create a holistic profile for each learner. 2. Collects and assesses individual learner data to support the efficient delivery of mental health, guidance, and counseling services. 3. Validates the identified learners with personal-social, academic, and career concerns, and plans appropriate inclusive interventions. 4. Establishes systems for the conduct of individual inventory and assessment of learners to ensure efficient delivery of mental health and guidance & counseling services. 5. Plans, prepares, and implements assessment services and programs to identify their personal-social, academic, career, and mental health needs and concerns. 6. Conducts and manages the administration of standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards as part of assessment services and generate analysis to understand learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being.
SCHOOL COUNSELING SERVICE AND DELIVERY	1. Leads in 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. Manages and maintains the operations of the school Care Center to ensure the effective delivery of mental health, well-being and guidance and counseling services. 3. Conducts individual and group counseling, as well as other appropriate interventions, to address various learners' development needs, including not limited to mental health and well-being. 4. Provides consultation services by means of sharing strategies supporting the personal-social, academic, and career development of learners with the school stakeholders. 5. Ensures the efficient implementation of referral systems to address the mental health needs of learners, teaching and non-teaching personnel, as well as other stakeholders. 6. Conducts group guidance activities that promote personal-social, academic, and career development of the learners.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	7. Develops and manages a comprehensive and evidenced-based school guidance and counseling services tailored to the personal-social, academic, and career needs of the learners.
INFORMATION SERVICE AND CAPACITY BUILDING	1. Provides learners with relevant and accurate information to help them make informed decisions about their personal-social, academic and career lives through orientation and capacity building. 2. Strengthens and ensures the implementation of information and advocacy activities on academic and career opportunities, including scholarships, to support learners in exploring and pursuing their chosen career pathways. 3. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services 4. Conducts mental health activities to learners as well as supports and/or provides technical assistance to the School Head in implementing SDO-initiated mental health initiatives for teachers and other school-based personnel. This includes, but is not limited to, developing and executing mental health awareness campaigns, organizing and facilitating mental health symposiums, and establishing and managing referral protocols. 5. Leads in the conduct of career guidance advocacies and services such as career orientation, symposia, expos, institutional visits and other related activities. 6. Supports the conduct of information and advocacy activities on Anti-Bullying campaigns, Online Sexual Abuse and Exploitation of Children (OSAEC) and Safe Space Act. And other related topics on learner rights, protection and well-being. 7. Supervises the capacity building and organization of peer facilitators to implement support and mentoring programs within the school.
DOCUMENTATION, REPORTING, AND RESEARCH	1. Records detailed and accurate counseling notes ensuring confidentiality and consistency in tracking learners progress for reference. 2. Provides summary reports on the number of cases related to personal-social, academic and career concerns. 3. Proposes the enhancement of the school-based mental health services on data gathered; 4. Reports to the School Head and Schools Division Counselor the cases handled.

Annex B: Job Description

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	5. Leads the conduct of research on learners' needs, mental health and well-being, counseling interventions, career development, and service delivery to assess the effectiveness of implemented strategies and programs, aligned with the research agenda of the MHWO and the needs of the school.
COMMUNITY ENGAGEMENT	1. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, mental health and well-being. 2. Collaborates with teachers, parents, and other relevant stakeholders in creating, developing and implementing initiatives that promote learners' overall well-being. 3. Leads in the identification, coordination, implementation and establishment of sustained partnerships within and outside school community with relevant stakeholders in the promotion and delivery of mental health education and related services.

** Individuals who acquired PRC license according to Section 14 of RA No. 9258, Guidance and Counseling Act of 2004, and Section 16 of RA. 10029, Philippine Psychology Act of 2009 (grandfather clause) shall be considered as having met the Master's degree education requirement to position covered by the corresponding board laws.*

Certified by the Agency HRMO:


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

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Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00			
Position Title	School Counselor II	Salary Grade	18			
Parentetical Title		Governance Level	School			
Office/Bureau/Service		Unit/Division				
Reports to	School Head Schools Division Counselor	Effectivity Date				
Positions Supervised	School Counselor Associates I-V					
JOB SUMMARY						
The School Counselor II leads and manages the school Care Center in the effective delivery of mental health, well-being, guidance and counseling, and career development programs and services, as well as the establishment of partnerships that promote learners' overall well-being, under the supervision of the Schools Division Counselor. The position is responsible for the strategic planning, implementation, monitoring, and evaluation of school-based mental health and well-being programs in alignment with the overall DepEd framework.						
QUALIFICATION STANDARDS						
A. CSC-Approved Qualifications						
Education	Master's degree in Guidance and Counseling; or Master's degree in Psychology					
Experience	1 year of relevant experience involving the delivery of guidance and counseling services and career development programs, and/or implementation of mental health and well-being programs in schools or other related settings					
Eligibility	RA 1080, as amended (Guidance Counselor or Psychologist)*					
Trainings	8 hours of relevant training on the delivery of counseling and guidance services, and career development programs, or implementation of mental health and well-being programs in schools or other settings					
B. Proposed Qualifications						
Education						
Experience						
Eligibility						
Trainings						



KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INDIVIDUAL INVENTORY AND ASSESSMENT	1. Maintains a dynamic, individualized learner inventory tracking academic progress, career aspirations, and personal-social development to create a holistic profile for each learner. 2. Collects and assesses individual learner data to support the efficient delivery of mental health, guidance, and counseling services. 3. Validates the identified learners with personal-social, academic, and career concerns, and plans appropriate inclusive interventions. 4. Establishes systems for the conduct of individual inventory and assessment of learners to ensure efficient delivery of mental health and guidance & counseling services. 5. Plans, prepares, and implements assessment services and programs to identify their personal-social, academic, career, and mental health needs and concerns. 6. Conducts and manages the administration of standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards as part of assessment services and generate analysis to understand learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being.
SCHOOL COUNSELING SERVICE AND DELIVERY	1. Leads in 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. Manages and maintains the operations of the school Care Center to ensure the effective delivery of mental health, well-being and guidance and counseling services. 3. Conducts individual and group counseling, as well as other appropriate interventions, to address various learners' development needs, including not limited to mental health and well-being. 4. Provides consultation services by means of sharing strategies supporting the personal-social, academic, and career development of learners with the school stakeholders. 5. Ensures the efficient implementation of referral systems to address the mental health needs of learners, teaching and non-teaching personnel, as well as other stakeholders. 6. Conducts group guidance activities that promote personal-social, academic, and career development of the learners.



KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	7. Develops and manages a comprehensive and evidenced-based school guidance and counseling services tailored to the personal-social, academic, and career needs of the learners.
INFORMATION SERVICE AND CAPACITY BUILDING	1. Provides learners with relevant and accurate information to help them make informed decisions about their personal-social, academic and career lives through orientation and capacity building. 2. Strengthens and ensures the implementation of information and advocacy activities on academic and career opportunities, including scholarships, to support learners in exploring and pursuing their chosen career pathways. 3. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services 4. Conducts mental health activities to learners as well as supports and/or provides technical assistance to the School Head in implementing SDO-initiated mental health initiatives for teachers and other school-based personnel. This includes, but is not limited to, developing and executing mental health awareness campaigns, organizing and facilitating mental health symposiums, and establishing and managing referral protocols. 5. Leads in the conduct of career guidance advocacies and services such as career orientation, symposia, expos, institutional visits and other related activities. 6. Supports the conduct of information and advocacy activities on Anti-Bullying campaigns, Online Sexual Abuse and Exploitation of Children (OSAEC) and Safe Space Act. And other related topics on learner rights, protection and well-being. 7. Supervises the capacity building and organization of peer facilitators to implement support and mentoring programs within the school.
DOCUMENTATION, REPORTING, AND RESEARCH	1. Records detailed and accurate counseling notes ensuring confidentiality and consistency in tracking learners progress for reference. 2. Provides summary reports on the number of cases related to personal-social, academic and career concerns. 3. Proposes the enhancement of the school-based mental health services on data gathered; 4. Reports to the School Head and Schools Division Counselor the cases handled.

Annex B: Job Description

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	5. Leads the conduct of research on learners' needs, mental health and well-being, counseling interventions, career development, and service delivery to assess the effectiveness of implemented strategies and programs, aligned with the research agenda of the MHWO and the needs of the school.
COMMUNITY ENGAGEMENT	1. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, mental health and well-being. 2. Collaborates with teachers, parents, and other relevant stakeholders in creating, developing and implementing initiatives that promote learners' overall well-being. 3. Leads in the identification, coordination, implementation and establishment of sustained partnerships within and outside school community with relevant stakeholders in the promotion and delivery of mental health education and related services.

** Individuals who acquired PRC license according to Section 14 of RA No. 9258, Guidance and Counseling Act of 2004, and Section 16 of RA. 10029, Philippine Psychology Act of 2009 (grandfather clause) shall be considered as having met the Master's degree education requirement to position covered by the corresponding board laws.*

Certified by the Agency HRMO:



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



Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00			
Position Title		School Counselor III	Salary Grade	20		
Parentetical Title		Governance Level	School			
Office/Bureau/Service		Unit/Division				
Reports to	School Head Schools Division Counselor	Effectivity Date				
Positions Supervised	School Counselor Associates I-V					
JOB SUMMARY						
The School Counselor III leads and manages the school Care Center in the effective delivery of mental health, well-being, guidance and counseling, and career development programs and services, as well as the establishment of partnerships that promote learners' overall well-being, under the supervision of the Schools Division Counselor. The position is responsible for the strategic planning, implementation, monitoring, and evaluation of school-based mental health and well-being programs in alignment with the overall DepEd framework.						
QUALIFICATION STANDARDS						
A. CSC-Approved Qualifications						
Education	Master's degree in Guidance and Counseling; or Master's degree in Psychology					
Experience	2 years of relevant experience involving the delivery of guidance and counseling services and career development programs, and/or implementation of mental health and well-being programs in schools or other related settings					
Eligibility	RA 1080, as amended (Guidance Counselor or Psychologist)*					
Trainings	16 hours of relevant training on the delivery of counseling and guidance services, and career development programs, or implementation of mental health and well-being programs in schools or other related settings					
B. Proposed Qualifications						
Education						
Experience						
Eligibility						
Trainings						



KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INDIVIDUAL INVENTORY AND ASSESSMENT	1. Maintains a dynamic, individualized learner inventory tracking academic progress, career aspirations, and personal-social development to create a holistic profile for each learner. 2. Collects and assesses individual learner data to support the efficient delivery of mental health, guidance, and counseling services. 3. Validates the identified learners with personal-social, academic, and career concerns, and plans appropriate inclusive interventions. 4. Establishes systems for the conduct of individual inventory and assessment of learners to ensure efficient delivery of mental health and guidance & counseling services. 5. Plans, prepares, and implements assessment services and programs to identify their personal-social, academic, career, and mental health needs and concerns. 6. Conducts and manages the administration of standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards as part of assessment services and generate analysis to understand learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being.
SCHOOL COUNSELING SERVICE AND DELIVERY	1. Leads in 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. Manages and maintains the operations of the school Care Center to ensure the effective delivery of mental health, well-being and guidance and counseling services. 3. Conducts individual and group counseling, as well as other appropriate interventions, to address various learners' development needs, including not limited to mental health and well-being. 4. Provides consultation services by means of sharing strategies supporting the personal-social, academic, and career development of learners with the school stakeholders. 5. Ensures the efficient implementation of referral systems to address the mental health needs of learners, teaching and non-teaching personnel, as well as other stakeholders. 6. Conducts group guidance activities that promote personal-social, academic, and career development of the learners.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	7. Develops and manages a comprehensive and evidenced-based school guidance and counseling services tailored to the personal-social, academic, and career needs of the learners.
INFORMATION SERVICE AND CAPACITY BUILDING	1. Provides learners with relevant and accurate information to help them make informed decisions about their personal-social, academic and career lives through orientation and capacity building. 2. Strengthens and ensures the implementation of information and advocacy activities on academic and career opportunities, including scholarships, to support learners in exploring and pursuing their chosen career pathways. 3. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services 4. Conducts mental health activities to learners as well as supports and/or provides technical assistance to the School Head in implementing SDO-initiated mental health initiatives for teachers and other school-based personnel. This includes, but is not limited to, developing and executing mental health awareness campaigns, organizing and facilitating mental health symposiums, and establishing and managing referral protocols. 5. Leads in the conduct of career guidance advocacies and services such as career orientation, symposia, expos, institutional visits and other related activities. 6. Supports the conduct of information and advocacy activities on Anti-Bullying campaigns, Online Sexual Abuse and Exploitation of Children (OSAEC) and Safe Space Act. And other related topics on learner rights, protection and well-being. 7. Supervises the capacity building and organization of peer facilitators to implement support and mentoring programs within the school.
DOCUMENTATION, REPORTING, AND RESEARCH	1. Records detailed and accurate counseling notes ensuring confidentiality and consistency in tracking learners progress for reference. 2. Provides summary reports on the number of cases related to personal-social, academic and career concerns. 3. Proposes the enhancement of the school-based mental health services on data gathered; 4. Reports to the School Head and Schools Division Counselor the cases handled.

Annex B: Job Description

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	5. Leads the conduct of research on learners' needs, mental health and well-being, counseling interventions, career development, and service delivery to assess the effectiveness of implemented strategies and programs, aligned with the research agenda of the MHWO and the needs of the school.
COMMUNITY ENGAGEMENT	1. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, mental health and well-being. 2. Collaborates with teachers, parents, and other relevant stakeholders in creating, developing and implementing initiatives that promote learners' overall well-being. 3. Leads in the identification, coordination, implementation and establishment of sustained partnerships within and outside school community with relevant stakeholders in the promotion and delivery of mental health education and related services.

** Individuals who acquired PRC license according to Section 14 of RA No. 9258, Guidance and Counseling Act of 2004, and Section 16 of RA. 10029, Philippine Psychology Act of 2009 (grandfather clause) shall be considered as having met the Master's degree education requirement to position covered by the corresponding board laws.*

Certified by the Agency HRMO:


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

Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00			
Position Title		School Counselor IV	Salary Grade	22		
Parentetical Title		Governance Level	School			
Office/Bureau/Service		Unit/Division				
Reports to	School Head Schools Division Counselor	Effectivity Date				
Positions Supervised	School Counselor Associates I-V					
JOB SUMMARY						
The School Counselor IV leads and manages the school Care Center in the effective delivery of mental health, well-being, guidance and counseling, and career development programs and services, as well as the establishment of partnerships that promote learners' overall well-being, under the supervision of the Schools Division Counselor. The position is responsible for the strategic planning, implementation, monitoring, and evaluation of school-based mental health and well-being programs in alignment with the overall DepEd framework.						
QUALIFICATION STANDARDS						
A. CSC-Approved Qualifications						
Education	Master's degree in Guidance and Counseling; or Master's degree in Psychology					
Experience	3 years of relevant experience involving the delivery of guidance and counseling services and career development programs, and/or implementation of mental health and well-being programs in schools or other related settings					
Eligibility	RA 1080, as amended (Guidance Counselor or Psychologist)*					
Trainings	24 hours of relevant training on the delivery of counseling and guidance services, and career development programs, or implementation of mental health and well-being programs in schools or other related settings					
B. Proposed Qualifications						
Education						
Experience						
Eligibility						
Trainings						



KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INDIVIDUAL INVENTORY AND ASSESSMENT	1. Maintains a dynamic, individualized learner inventory tracking academic progress, career aspirations, and personal-social development to create a holistic profile for each learner. 2. Collects and assesses individual learner data to support the efficient delivery of mental health, guidance, and counseling services. 3. Validates the identified learners with personal-social, academic, and career concerns, and plans appropriate inclusive interventions. 4. Establishes systems for the conduct of individual inventory and assessment of learners to ensure efficient delivery of mental health and guidance & counseling services. 5. Plans, prepares, and implements assessment services and programs to identify their personal-social, academic, career, and mental health needs and concerns. 6. Conducts and manages the administration of standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards as part of assessment services and generate analysis to understand learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being.
SCHOOL COUNSELING SERVICE AND DELIVERY	1. Leads in 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. Manages and maintains the operations of the school Care Center to ensure the effective delivery of mental health, well-being and guidance and counseling services. 3. Conducts individual and group counseling, as well as other appropriate interventions, to address various learners' development needs, including not limited to mental health and well-being. 4. Provides consultation services by means of sharing strategies supporting the personal-social, academic, and career development of learners with the school stakeholders. 5. Ensures the efficient implementation of referral systems to address the mental health needs of learners, teaching and non-teaching personnel, as well as other stakeholders. 6. Conducts group guidance activities that promote personal-social, academic, and career development of the learners.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	7. Develops and manages a comprehensive and evidenced-based school guidance and counseling services tailored to the personal-social, academic, and career needs of the learners.
INFORMATION SERVICE AND CAPACITY BUILDING	1. Provides learners with relevant and accurate information to help them make informed decisions about their personal-social, academic and career lives through orientation and capacity building. 2. Strengthens and ensures the implementation of information and advocacy activities on academic and career opportunities, including scholarships, to support learners in exploring and pursuing their chosen career pathways. 3. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services 4. Conducts mental health activities to learners as well as supports and/or provides technical assistance to the School Head in implementing SDO-initiated mental health initiatives for teachers and other school-based personnel. This includes, but is not limited to, developing and executing mental health awareness campaigns, organizing and facilitating mental health symposiums, and establishing and managing referral protocols. 5. Leads in the conduct of career guidance advocacies and services such as career orientation, symposia, expos, institutional visits and other related activities. 6. Supports the conduct of information and advocacy activities on Anti-Bullying campaigns, Online Sexual Abuse and Exploitation of Children (OSAEC) and Safe Space Act. And other related topics on learner rights, protection and well-being. 7. Supervises the capacity building and organization of peer facilitators to implement support and mentoring programs within the school.
DOCUMENTATION, REPORTING, AND RESEARCH	1. Records detailed and accurate counseling notes ensuring confidentiality and consistency in tracking learners progress for reference. 2. Provides summary reports on the number of cases related to personal-social, academic and career concerns. 3. Proposes the enhancement of the school-based mental health services on data gathered; 4. Reports to the School Head and Schools Division Counselor the cases handled.

Annex B: Job Description

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	5. Leads the conduct of research on learners' needs, mental health and well-being, counseling interventions, career development, and service delivery to assess the effectiveness of implemented strategies and programs, aligned with the research agenda of the MHWO and the needs of the school.
COMMUNITY ENGAGEMENT	1. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, mental health and well-being. 2. Collaborates with teachers, parents, and other relevant stakeholders in creating, developing and implementing initiatives that promote learners' overall well-being. 3. Leads in the identification, coordination, implementation and establishment of sustained partnerships within and outside school community with relevant stakeholders in the promotion and delivery of mental health education and related services.

** Individuals who acquired PRC license according to Section 14 of RA No. 9258, Guidance and Counseling Act of 2004, and Section 16 of RA. 10029, Philippine Psychology Act of 2009 (grandfather clause) shall be considered as having met the Master's degree education requirement to position covered by the corresponding board laws.*

Certified by the Agency HRMO:


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



Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Schools Division Counselor	Salary Grade	24
Parentetical Title		Governance Level	Schools Division Office
Office/Bureau/Service	Mental Health and Well-Being Office	Unit/Division	
Reports to	Schools Division Superintendent Assistant Schools Division Superintendent	Effectivity Date	
Positions Supervised	School Counselors I-IV; School Counselor Associates I-V		
JOB SUMMARY			
The Schools Division Counselor leads the strategic implementation, management, and continuous improvement of the School-Based Mental Health Program and Comprehensive Guidance and Counseling Program within the Schools Division Office. The position provides technical oversight to the Care Centers in the schools under the jurisdiction of the schools division, ensuring evidence-based, learner-centered services through effective program management, assessment and intervention systems, research and evaluation, and strong multi-sectoral partnerships that promote learner mental health, well-being, protection, and development.			
QUALIFICATION STANDARDS			
A. CSC-Approved Qualifications			
Education	Master's degree in Guidance and Counseling; or Master's degree in Psychology		
Experience	4 years of supervisory/management experience		
Eligibility	RA 1080, as amended (Guidance Counselor or Psychologist) *		
Trainings	40 hours of supervisory/management learning and development intervention		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			



Annex B: Job Description

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
PLANNING, MONITORING, EVALUATION, AND RESEARCH MANAGEMENT	1. Leads the strategic planning, implementation, and continuous improvement of the School-Based Mental Health Program and Comprehensive Guidance and Counseling Program within the schools division, in alignment with national frameworks set by the Bureau of Learner Support Services – Learner Wellness Division (BLSS-LWD). 2. Oversees the division-wide monitoring and evaluation of the implementation of guidance and counseling services to ensure competent, ethical, and effective delivery across schools, using evidence-based tools and performance indicators. 3. Provides technical direction and guidance to School Counselors and School Counselor Associates in the conduct of monitoring, evaluation, and assessment activities, in close coordination with the School Heads. 4. Supervises and quality-assures the conduct of basic and applied research on school counseling practices and learner well-being, ensuring the generation of actionable insights and innovative strategies. 5. Synthesizes sex-disaggregated data and evaluation results into high-level policy recommendations and program enhancements to inform division and regional decision-making. 6. Formulates and leads the research agenda for school mental health, well-being, guidance and counseling programs and services within the division, fostering a culture of evidence-based practice and professional inquiry among School Counselors and School Counselor Associates.
ASSESSMENT AND INTERVENTION	1. Ensures and supervises the conduct of Universal Mental Health and Psychosocial Assessment and Screening in schools. 2. Establishes protocols, tools, and quality assurance mechanisms for learner assessment and intervention to guide and support the work of School Counselors and School Counselor Associates.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	3. Leads the development and implementation of division-wide case management systems, ensuring responsive, timely, and appropriate interventions for learners in need. 4. Provides guidance and counseling services to learners, particularly in cases where there is no designated School Counselor available, ensuring all learners receive appropriate mental health and psychosocial support. 5. Builds the capacity of School Counselors and School Counselor Associates through coaching, mentoring, technical assistance, and technical/professional supervision to strengthen the quality of assessment, counseling, intervention, and mental health program implementation. 6. Conducts and/or supervises the Universal Mental Health and Psychosocial Assessment and Screening in schools. 7. Leads and supervises the implementation of a comprehensive and evidenced-based school counseling and psychological services tailored to the personal-social, academic, and career needs of learners as carried out in schools by the School Counselors and School Counselor Associates. 8. Designs and leads the development of a structured referral system to address mental health concerns of learners and personnel within the Schools Division Office (SDO) and Schools, ensuring efficient, timely, and appropriate coordination with relevant government agencies (GAs) and non-government organizations (NGOs).
COMMUNITY-LEVEL LINKAGES AND PARTNERSHIP	1. Leads the coordination and institutionalization of multi-sectoral partnerships to enhance the delivery of the guidance and counseling, mental health and well-being programs and services, in accordance with DepEd policies, standards, and protocols. 2. Initiates high-level coordination with government agencies, local government units (LGUs), civil society organizations, academic institutions, and private sector partners to support learner mental health, well-being, and development.



Annex B: Job Description

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	3. Oversees the implementation and monitoring of partnership agreements within the schools division, ensuring alignment with program objectives and accountability mechanisms for partner contributions. 4. Collaborates closely with the Social Mobilization and Networking Section under the Schools Governance and Operations Division (SGOD) to harmonize advocacy, resource mobilization, and stakeholder engagement efforts. 5. Provides technical leadership to School Heads, School Counselors, and School Counselor Associates in leveraging community resources and sustaining stakeholder involvement in learner support services.
PROGRAM MANAGEMENT AND OFFICE ADMINISTRATION	1. Provides leadership in the review, enhancement, and approval of school-submitted Comprehensive Guidance and Counseling Services, ensuring alignment with national (CO and RO) standards and responsiveness to learners' evolving needs. 2. Oversees the administration, management, M&E and documentation of all programs, projects, activities, and initiatives under the Mental Health and Well-being Office, including but not limited to program implementation reports, school visits, training and capacity-building efforts, counseling and well-being interventions. 3. Collaborates with and provides technical assistance to the SDO Human Resource Development (HRD) Section in implementing mental health activities for both teaching and non-teaching personnel. 4. Leads the coordination, supervision, and integration of programs that promote learner mental health and psychosocial well-being. 5. Provide specialized input and recommendations to School Heads to inform the performance assessment of School Counselors and School Counselor Associates while administering technical coaching and mentorship to ensure their professional growth and adherence to program standards. 6. Provides technical expertise and programmatic direction to School Heads to ensure the effective planning, standard utilization, and impact monitoring of resources dedicated to the operations of Care Centers and programs and services delivery.

Annex B: Job Description

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	7. Ensures secure storage, inventory, and ethical use of standardized assessment tools and other sensitive guidance-related materials in accordance with professional standards. 8. Enforces strict compliance with Republic Act No. 10173 (Data Privacy Act of 2012) by upholding the confidentiality of learners' counseling records, assessment results, and other personal information processed by the office.

** Individuals who acquired PRC license according to Section 14 of RA No. 9258, Guidance and Counseling Act of 2004, and Section 16 of RA. 10029, Philippine Psychology Act of 2009 (grandfather clause) shall be considered as having met the Master's degree education requirement to position covered by the corresponding board laws.*

Certified by the Agency HRMO:


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Concurrent Officer-in-Charge
Office of the Director III, BHROD



Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	School Counselor Associate I	Salary Grade	11
Parentetical 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.

Annex B: Job Description

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.

Annex B: Job Description

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.

Annex B: Job Description

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.

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Concurrent Officer-in-Charge
Office of the Director III, BHRD



Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00			
Position Title	School Counselor Associate II	Salary Grade	12			
Parentetical 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 II 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	1 year of relevant experience in providing support and assistance in the delivery of guidance and counseling services, career development activities, and/or implementation of mental health and well-being programs in schools or other related settings					
Eligibility	Career Service Professional/ Second Level Eligibility					
Trainings	4 hours of relevant training on providing support in guidance and counseling services, career development programs, or mental health and well-being programs in schools or other related settings					
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.

Annex B: Job Description

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 MHW.
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.



Annex B: Job Description

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.

Annex B: Job Description

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.

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Chief Administrative Officer (HRMO V)
Concurrent Officer-in-Charge
Office of the Director III, BHROD



Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	School Counselor Associate III	Salary Grade	13
Parentetical 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 III 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	2 years of relevant experience in providing support and assistance in the delivery of guidance and counseling services, career development activities, and/or implementation of mental health and well-being programs in schools or other related settings		
Eligibility	Career Service Professional/ Second Level Eligibility		
Trainings	8 hours of relevant training on providing support in guidance and counseling services, career development programs, or mental health and well-being programs in schools or other related settings		
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.

Annex B: Job Description

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 MHW.
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.

Annex B: Job Description

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.

Annex B: Job Description

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.

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Office of the Director III, BHROD



Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	School Counselor Associate IV	Salary Grade	14
Parentetical 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 IV 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	3 years of relevant experience in providing support and assistance in the delivery of guidance and counseling services, career development activities, and/or implementation of mental health and well-being programs in schools or other related settings		
Eligibility	Career Service Professional/ Second Level Eligibility		
Trainings	16 hours of relevant training on providing support in guidance and counseling services, career development programs, or mental health and well-being programs in schools or other related settings		
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.



Annex B: Job Description

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.

Annex B: Job Description

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.



Annex B: Job Description

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



Annex B: Job Description

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	School Counselor Associate V	Salary Grade	15
Parentetical 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 V 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	3 years of relevant experience in providing support and assistance in the delivery of guidance and counseling services, career development activities, and/or implementation of mental health and well-being programs in schools or other related settings		
Eligibility	Career Service Professional/ Second Level Eligibility		
Trainings	24 hours of relevant training on providing support in guidance and counseling services, career development programs, or mental health and well-being programs in schools or other related settings		
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.



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Annex B: Job Description

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