



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

10 September 2025

DIVISION MEMORANDUM  
No. **624** s. 2025

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO  
GUIDANCE COUNSELOR-II 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 **Guidance Counselor II** vacant positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022** or the **DepEd Merit Selection Plan** and **DepEd Order No. 007, s. 2023** or the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education** in the recruitment and selection process.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Positions	Place of Assignment (Plantilla)
Guidance Counselor II	OSEC-DECSB-GUIDC2-270001-2003	SG 12	P 32,245.00	2	Luis Palad Integrated High School
	OSEC-DECSB-GUIDC2-270366-2016				Senior High 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 requested to submit all the needed documents indicated in **DepEd Order No. 007, s. 2023 (see attached Annex A)** properly labelled with ear tags per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph) on or before **October 30, 2025 until 5:00 o'clock in the**

**afternoon.** Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made **after the due date will not be accepted**, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process. Likewise, individuals who failed to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of applicants.

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

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

6. 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	October 30, 2025	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	October 31, 2025	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	November 3, 2025	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	November 3, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)]	November 5, 2025	Office of the Assistant Schools Division Superintendent
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	November 6, 2025	Office of the Assistant Schools Division Superintendent


Submission of CAR to the Appointing Authority	November 6, 2025	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	November 7, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page

7. Wide and immediate dissemination of this memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**CONRADO C. GABARDA**  
Administrative Officer V  
Officer-in-Charge

Encl: As stated

References: DepEd Order No. 019, s. 2022  
DepEd Order No. 007, s. 2023

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

RSP  
GUIDANCE COUNSELOR II  
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to guidance counselor ii vacant positions  
PERCGNKB-001896/September 10, 2025

**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 (*can be Barangay Captain*).

**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](http://www.csc.gov.ph);

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

5. Photocopy of Certified true copy of Transcript of Records and Certification of Complete Academic Requirements, if applicable;

6. Photocopy of Certified true copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;

5.1. Masteral Degree (if any);

5.2. Doctoral Degree (if any);

7. Certificate of Training/s attended in the last five years reckoned from the date/deadline of submission, if applicable;

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

8. Updated Service Record;

9. Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract of Service status;

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

10. Performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position (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 promotion (if any);

**11.1. Awards and recognition**

**11.1.1. Outstanding Employee Award**

11.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search

11.1.1.2. Certificate of Recognition/Merit

**11.1.2. Awards as Trainer/Coach**

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

**11.2. 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**

- 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);

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, the applicants shall bring their original copies of documents for validation. Failure to show the original documents shall nullify the points of the criterion where it represents.

***Annex B***

**Duties and Responsibilities**

- Provides and implements guidance counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/ School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.