



Republic of the Philippines
Department of Education
NEGROS ISLAN REGION
SCHOOLS DIVISION OF ESCALANTE CITY



October 5, 2026

DIVISION MEMORANDUM

No. 449, s. 2026

**REOPENING OF APPLICATIONS FOR THE REMAINING VACANT SCHOOL
COUNSELOR ASSOCIATE I POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
Non-teaching Personnel
All Others Concerned

1. Following the evaluation of the application documents submitted in response to the vacancy announcement under **DM No. 309, s. 2026**, there remain vacant positions for School Counselor Associate I. In view thereof, the Schools Division Office is hereby reopening the submission of applications and the corresponding recruitment and selection process for the said positions, subject to the applicable qualification standards and existing policies and guidelines, with the following details:

Position	School Counselor Associate I
Salary Grade	11
Monthly Salary	₱ 31,705.00
Station	School-based
Number of Remaining Vacancies	3

2. The procedures that will be observed in the recruitment and selection for the above-mentioned positions shall be in accordance with **DepEd Order 19, s. 2022, "The Department Merit Selection Plan"**, while the criteria and point system that will be utilized in evaluating the merit and fitness of the applicants shall be based on **DepEd Order 7, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**.

3. To ensure the efficient, transparent, and timely implementation of the Recruitment, Selection, and Appointment (RSA) process, the Department shall utilize the Agile Gateway for Appointment and Placement (AGAP) System as its official end-to-end digital platform for the recruitment, selection, appointment, deployment, and monitoring of School Counselor Associate I (SCA I) positions. Accordingly, all applicants are strongly encouraged to familiarize themselves with the AGAP System by reviewing the AGAP User Manual and Video Tutorials, which may be accessed through the following link:
<https://tinyurl.com/AGAP-Portal-Guide>.

4. For technical assistance, applicants may visit the **Applicant Assistance Desk** at the Schools Division Office, where they shall be provided guidance and support in the use of the AGAP System.



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5. Qualified and interested individuals shall submit their application documents through the **Agile Gateway for Appointment and Placement (AGAP) Portal** from **October 7, 2026, until 5:00 p.m. of October 19, 2026**, using the link:

<https://tinyurl.com/AGAP-Portal>

6. Applicants shall upload clear, legible, and duly accomplished scanned copies of the following documentary requirements through the AGAP System:

- a. (Original) Letter of Intent **indicating the position(s) applied for**, including the **specific school or office assignment**, addressed to:

PETER J. GALIMBA

OIC, Schools Division Superintendent

- b. CSC Form 212 (Revised 2026) with the latest prescribed photo (Original) and Work Experience Sheet, if applicable;
- c. Latest 1 year performance rating, if applicable;
- d. Service Record/Certificate of Employment, if applicable;
- e. Valid PRC license and rating or certificate of CSC eligibility, as applicable;
- f. Transcript of Records (with GWA) and Diploma;
- g. Certificate/s of specialized training;
- h. Documents to support outstanding accomplishments, application of education, application of learning and development. **(Please refer to DepEd Order No. 007, s. 2023, Enclosure No. 4 for Related-Teaching Positions)**
- i. Clearance from the previous employer, if applicable;
- j. Other documents as may be required for comparative assessment (MOVs)
- k. Notarized checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form

7. Attached in the enclosures are the details of vacancies and the corresponding qualification standards (Enclosure No. 1), duties and responsibilities attached to the positions (Enclosure No. 2), rating sheet (Enclosure No. 3), Checklist of Requirements, Omnibus Sworn Statement, and Data Privacy Consent (Enclosure No. 4).

8. It is imperative to emphasize that applicants bear full responsibility and accountability for the authenticity and accuracy of the documents submitted, as indicated in the Omnibus Sworn Statement. Any submission of false or fraudulent documents will result in immediate disqualification.

9. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and to the principles of merit, fitness, fairness, and equality in hiring, this Office highly encourages qualified person with disability (PWD), members of indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation to apply.



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10. Expenses for the meals and snacks of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) in relation to the conduct of the recruitment and selection activities are chargeable to the Division MOOE, subject to availability of funds and to the usual accounting and auditing rules and regulations.
11. Immediate and wide dissemination of and adherence to the content of this Memorandum are desired.


PETER P. GALIMBA
OIC, Schools Division Superintendent 

Reference : as stated
Enclosure : as stated
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

SCHOOL COUNSELOR RELATED-TEACHING HRMPSB MSP



SCHOOLS DIVISION OF ESCALANTE CITY

Escalante City, Negros Occidental, Philippines

Tel. No. +63-34-724-8192 Telefax No.:+63-34-454-0746 Email: deped_escalante@yahoo.com escalante.city001@deped.gov.ph

REQUEST FOR PUBLICATION OF VACANT POSITIONS

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at DepEd, Schools Division of Escalante City:

PETER JULIUS B. PELLOTAS

Administrative Officer IV

Personnel Section

Date: October 07, 2026

No.	Position Title (Parenthitcal Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1	SCHOOL COUNSELOR ASSOCIATE I	OSEC-DECSB-SCCA1-1050004-2026	11	31705	Bachelor's Degree in Guidance and Counseling or Psychology; or Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or Any related Bachelor's Degree with a minimum of eighteen (18) units of Behavioral Science courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Schools Division of Escalante City



SCHOOLS DIVISION OF ESCALANTE CITY

Escalante City, Negros Occidental, Philippines

Tel. No. +63-34-724-8192 Telefax No. +63-34-454-0746 Email: deped_escalante@yahoo.com escalante.city001@deped.gov.ph

2	SCHOOL COUNSELOR ASSOCIATE I	OSEC-DECSB-SCCA1-1050006-2026	11	31705	Bachelor's Degree in Guidance and Counseling or Psychology; or Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or Any related Bachelor's Degree with a minimum of eighteen (18) units of Behavioral Science courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Schools Division of Escalante City
3	SCHOOL COUNSELOR ASSOCIATE I	OSEC-DECSB-SCCA1-1050012-2026	11	31705	Bachelor's Degree in Guidance and Counseling or Psychology; or Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or Any related Bachelor's Degree with a minimum of eighteen (18) units of Behavioral Science courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Malasibog Integrated School



Qualified and interested individuals shall submit their application documents through the Agile Gateway for Appointment and Placement (AGAP) Portal on or before 5:00 PM of October 19, 2026, using the link: <https://tinyurl.com/AGAP-Portal>

- a. (Original) Letter of Intent indicating the position(s) applied for, including the specific school or office assignment, addressed to: PETER J. GALIMBA, OIC, Schools Division Superintendent
- b. CSC Form 212 (Revised 2026) with the latest prescribed photo (Original) and Work Experience Sheet, if applicable;
- c. Latest 1 year performance rating, if applicable;
- d. Service Record/Certificate of Employment, if applicable;
- e. Valid PRC license and rating or certificate of CSC eligibility, as applicable;
- f. Transcript of Records (with GWA) and Diploma;
- g. Certificate/s of specialized training;
- h. Documents to support outstanding accomplishments, application of education, application of learning and development.
- i. Clearance from the previous employer, if applicable;
- j. Other documents as may be required for comparative assessment (MOVs)
- k. Notarized checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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			

Annex B: Job Description

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

INDIVIDUAL EVALUATION SHEET
Related-Teaching Positions (SG 11-15)

Name of Applicant:

Position Applied:

Qualification Standard (QS) of the Position	
Education	
Training	
Experience	
Eligibility	

Part I - ETE	Max Points	Details of Applicant's Qualifications	Computation based on Increments Table			
			Baseline Level (QS of the Position)	Applicants Qualification Level	Increments	Points
A. Education	10					
B. Training	10					
C. Experience	10					

Part II - Evaluative Assessment	Max Points	Details of Performance Rating	Computation	Points
D. Performance	20			
E. Outstanding Accomplishments	10	Details and MOVs Presented	Computation	Points
1. Awards and Recognition	2			
2. Research or Innovation	5			
3. Subject Matter Expert /	3			
4. Resource Speakership /	2			
5. NEAP Accredited Learning	2			
F. Application of Education	10			
G. Application of L and D	10			
H. Potential (any or combination of the following)	20			
1. Interview				
2. Work Sample Test				
3. Written Test				
4. Skills Test				
5. Others				
Total (Part I+II)	100			

Concurred:

Signature of Applicant

THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD:

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.