



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. _____, s. 2026

CALL FOR APPLICATION FOR SCHOOL COUNSELOR ASSOCIATE I (SCA I) POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. The Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation for related-teaching position to fill- up newly created items:

Position/s	No. of Position to be Filled	SG / Monthly Salary per NBC 597 s. 2025	Place/s of Assignment
SCHOOL COUNSELOR ASSOCIATE I	28	SG 11 P 31,705.00	18 – Elementary Schools 10 – Secondary Schools

2. All interested applicants must be able to meet the **CSC Qualification Standards (QS) (Annex A)** before they can be shortlisted and proceed with the next step of the application process. Applicants who will not meet the minimum QS of the position and fail to submit the list of mandatory requirements on the set deadline shall not be included in the list of applicants.

3. The applicant **assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Annex C) duly signed by the applicant.** Any false and fraudulent document submitted shall be grounds for disqualification. No additional documents shall be accepted beyond the deadline.

4. It is the policy of the Department of Education to strictly adhere to the principles of merit, competence, fitness, equal opportunity, transparency, and accountability. Consistent with this policy, SDO-Muntinlupa City applies a non-discrimination principle that allows anyone to apply for a position, irrespective of age, sexual orientation, gender identity, civil status, disability, region, ethnicity, or political beliefs. During the recruitment, screening, selection, and appointment process, utilization of auxiliary aid services is highly encouraged.



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5. The appointing officer/authority shall be guided by the report of the HRMPSB's CAR/CAR-RQA, and in the exercise of sound discretion, select insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less, depending on the number of candidates, unless otherwise provided by the law. For multiple vacancies, the appointing officer/authority shall select highlighted top candidates as determined by the HRMPSB, computed by multiplying the number of vacant plantilla items by a factor of five.

6. Please note that the Head of Office as defined in DepEd Order No. 19, s. 2022, refers to the highest authority within each governance level, as follows:

GOVERNANCE LEVEL	HEAD OF OFFICE
Central Office	Secretary
Regional Office	Regional Director
Schools Division Office, Schools and Community Learning Centers	Schools Division Superintendent

7. Interested applicants are advised to **register and submit their requirements through the Agile Gateway for Appointment and Placement (AGAP Portal)** not later than **August 22, 2026 (Saturday), 5:00 pm only**, using this link or QR Code.

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

8. Applicants are encouraged to familiarize themselves with the AGAP System by referring to the AGAP User Manual and Video Tutorials, which may be accessed through the following link:

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

<https://tinyurl.com/SDOMUNTINLUPAAGAPGUIDE>

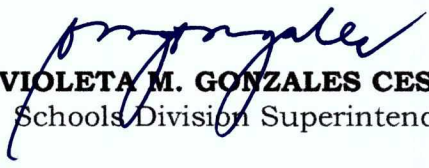
9. It is reminded that no additional or supplemental documents/requirements will be accepted after the deadline of submission. The assessment and evaluation shall be based on the available documents submitted by the applicant, unless therefore the HRMPSB will request the applicant to submit additional documents for verification purposes only.

10. The Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform to their individual results.



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11. As part of the recruitment and selection process, a background investigation may be conducted. It is also understood that upon submission of requirements, the applicant is authorizing the agency head/authorized representative to verify and validate the correctness of the documents submitted.
12. For queries, please contact Ms. Angela M. Francisco, Administrative Officer IV at **(02) 8423 7562 loc. 115** or through email at **recruitment.sdomuntinlupa@deped.gov.ph**
13. Immediate and wide dissemination of this Memorandum is directed.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: As stated.

References: DepEd Order No. 007, s. 2023

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

EVALUATION RECRUITMENT PROMOTION SELECTION

AMF/DM- CALL FOR APPLICATION FOR SCHOOL COUNSELOR ASSOCIATE I (SCA I) POSITIONS

380/August 11, 2026



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Annex A – CSC Approved Qualification Standards

Position	Education	Training	Experience	Eligibility
SCHOOL COUNSELOR ASSOCIATE I	Bachelors Degree in Guidance and Counseling or Psychology; or Any Bachelors 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

JOB SUMMARY FOR SCHOOL COUNSELOR ASSOCIATE I

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.

KRA: Individual Inventory and Assessment, Delivery of Mental Health and Psychosocial Support Services, Information Service & Capacity Building, Documentation, Reporting and Research, Community Engagement.

Note: Upon receipt of the application, the HRMO shall conduct an initial evaluation of the applicants' qualification vis-a-vis the CSC-approved QS of the position to be filled. HRMO shall assess whether the applicants meet the minimum qualifications in terms of Education, Experience, Training and Eligibility requirements.



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Annex B

CRITERIA FOR EVALUATION (DepEd Order No. 7 s. 2023)		RATING
1	EDUCATION units and/or degree that exceed the minimum qualification requirements as defined in the CSC Approved QS, which shall be relevant to the position to be filled	10%
2	TRAINING hours that are relevant to the position applying for and exceed the minimum qualification requirements as defined in the CSC-Approved QS, acquired after the last promotion but within the last five (5) years.	10%
3	EXPERIENCE relevant to the position applying for that exceeds the minimum number of months/years as defined in the CSC-Approved QS shall be given corresponding points.	10%
4	PERFORMANCE ratings in the latest rating period with at least Very Satisfactory rating in the current/latest position and must cover a 1 year or 12 months rating period.	20%
5	Outstanding Accomplishments 1. Outstanding Employee Award 2. Innovation or Research 3. Subject Matter Expert / NTWG or Committee Membership 4. Resource Speakership / Learning Facilitation 5. NEAP Accredited Learning Facilitator	10%
6	Application of Education Contribution made by an applicant to their workplace as a result of their learnings from Higher education degree and units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled ** Points shall be given to applicants who have earned higher education units or degrees beyond the minimum qualification of the vacant position and have submitted the required Means of Verification (MOVs) for application of education.	10%
7	Application of Learning & Development Proven success of the learnings gained from the human resource development intervention done/attended by the applicant which must have led to significant positive result in their current or previous work.	10%
8	Potential (Written Examinations (5%), Skills or Work Sample Tests (10%), Behavioral Events Interview (5%))	20%
TOTAL		100%

Note: Applicants who will not be able to attend the scheduled evaluation, interview and exam shall not be given scores for the potential criteria.

Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Muntinlupa

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

Application Code: _____
Do be fill up by the Division HRMO

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/ HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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 2025) and Work Experience Sheet , if applicable - NOTARIZED			
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 Rating/s 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

Annex B: Job Description

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education			
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.

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.

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