



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 457, s. 2026

**REPOSTING THE 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	11	SG 11 P 31,705.00	Elementary and Secondary School

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 **OCTOBER, 14, 2026 (Tuesday), 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- REPOSTING THE CALL FOR APPLICATION FOR SCHOOL COUNSELOR ASSOCIATE I (SCA I) POSITIONS
457 /September 28, 2026



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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.



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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 <u>higher education units or degrees beyond the minimum qualification of the vacant position</u> 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.