



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

30 August 2025

**DIVISION MEMORANDUM**

**No. 461, s. 2025**

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE ASSESSMENT  
OF GUIDANCE COUNSELOR I AND GUIDANCE COUNSELOR II POSITIONS**

TO: Assistant Schools Division Superintendents

Chief- Curriculum Implementation Division (CID)

Chief- School Governance and Operations Division (SGOD)

Education Program Supervisors

Section Heads

Public Schools District Supervisors

Public Elementary and Secondary School Heads

All Non-Teaching Personnel

All Others Concerned

1. The School Division Office hereby announces the submission of pertinent papers of applicants for **Guidance Counselor I (SG 11)** Positions for Junior High School and **Guidance Counselor II (SG 12)** for Senior High School, to be assigned in various stations in the Division.
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
  - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
  - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
    - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position you are interested in applying for.
    - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent





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Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) notarized by authorized official;

**c.** Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)

**d.** Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License

**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 applicable;

**f.** Photocopy of Certificate/s of training, if applicable;

**g.** Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;

**h.** Photocopy of latest appointment, if applicable;

**i.** Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; and

**j.** Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

**i.** Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and

**ii.** Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.

4. Please be guided by the following attached enclosures to this Division memorandum:

4.1 Enclosure No 1 The Qualifications Standard (QS) of the positions.

4.3 Enclosure No 2 Duties and Responsibilities of the positions.

4.4 Enclosure No 3 Assessment Plan

4.5 Enclosure No 4 Checklist of Requirements (Annex C)

4.6 Enclosure No. 4 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion to Related-Teaching Positions

5. Application documents shall be accepted until **September 16, 2025** until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.

6. Applicants are advised to register at this link; **[bit.ly/SDOBATANGAS-HIRING](http://bit.ly/SDOBATANGAS-HIRING)** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City

**Telephone:** (043) 722-1840 / 722-1796

**Email Address:** [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)


**Website:** [www.depedbatangas.com](http://www.depedbatangas.com)



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7. Please refer to the DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for clarification regarding the hiring guidelines.
8. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at [sdobatangas.personnel@deped.gov.ph](mailto:sdobatangas.personnel@deped.gov.ph)
9. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent

JBP/ Call of Submission for Guidance Counselor I /  
S2-111362/ 08/30/2025





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*Enclosure 1. Qualification Standards of Guidance Counselor I (SG 11)*

	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
CSC Prescribed Qualification	Master's Degree in Guidance Counseling	None required	None required	RA 1080 (Guidance Counselor)

*Qualification Standards of Guidance Counselor II (SG 12)*

	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
CSC Prescribed Qualification	Master's Degree in Guidance Counseling	None required	None required	RA 1080 (Guidance Counselor)

*Enclosure 2. Duties and Responsibilities*

**Guidance Counselor I**

1. Organizes functional and suitable guidance and counseling program.
2. Provides effective individual and group counseling.
3. Identifies students- needs and problems.
4. Provides career counseling to students.
5. Provides scholarship programs to students.

**Guidance Counselor II**

1. Provides orientation to students in all year levels.
2. Formulates guidance and counseling forms including individual inventory, agreement forms.
3. Administers and interprets individual and groups psychological and prospective tests.
4. Provides effective individual and group counseling.
5. Identifies students' needs and problems.
6. Makes an action research based on the results of the identified of students' needs and problems referrals to different government agencies.
7. Coordinates with the community, NGOs or Gos for program support.
8. Provides career counseling to students.
9. Provides scholarship progra4s to students.



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*Enclosure No 3. Assessment Plan*

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO	September 02-12, 2025	N/A
Last day of Receiving of Application	Records Section	September 16, 2025	N/A
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	September 22-26, 2025	5
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	September 29-30, 2025	2
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	October 01, 2025	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	October 08-12, 2025	5
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	October 15-17, 2025	3
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	October 18, 2025	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	October 19, 2025	1
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	October 22, 2025	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	October 23, 2025	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	October 24, 2025	1
Forward the notification letter to the ASDS and SDS/ for initial/ signature	Secretariat	October 25, 2025	1
<b>TOTAL</b>			<b>22</b>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

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 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 deadline of submission, 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, such as but not limited to:			
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.