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

19 Oct 2026

DIVISION MEMORANDUM
No. 498, s. 2026

CALL FOR APPLICATION FOR THE SCHOOL COUNSELOR ASSOCIATE I POSITION 9 (Batch 2)

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. This Office hereby announces the acceptance of application for **School Counselor Associate I (SG 11) position,** to be assigned in **various elementary and secondary schools in the Division of Batangas.**

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. **All qualified applicants** are **required** to apply through the AGAP System using this link: **https://tinyurl.com/AGAP-Portal.**

4. For more information in AGAP System kindly refer to this link for AGAP User Manuals and Video Tutorials (Applicants) **https://tinyurl.com/AGAP-Portal-Guide**

5. For technical concerns and assistance kindly refer to this link : **https://tinyurl.com/AGAP-Ticketing**

6. Applicants are required to upload all documents needed in the AGAP System. Incomplete documents may result in the exclusion from the pool of qualified applicants, and the application will not proceed.
    a. Fully accomplished and **notarized Personal Data Sheet (PDS)** and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2026) which can be downloaded at www.csc.gov.ph

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website:www.depedbatangas.com

b. Copy 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;
c. Copy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License
d. Copy 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
e. Copy of relevant Certificate/s of training taken for the last five (5) years and/or last promotion, if applicable;
f. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;
g. Other essential documents such as Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned form the date of last issuance of appointment

7. Please be guided by the following attached enclosures to this Division memorandum:
   7.1 Enclosure No 1 The Qualifications Standard (QS) of the positions.
   7.2 Enclosure No 2 Duties and Responsibilities of the positions.
   7.3 Enclosure No 3 Checklist of Requirements (Annex C)

8. DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Related-Teaching Positions, Enclosure No. 4 (pages 1-18) shall be used in the evaluation of documents of School Counselor Associate I position.

9. Deadline of submission of documents through AGAP System is until **October 29, 2026**.

10. All applicants are advised to bring the original copies of all pertinent documents uploaded to the AGAP Portal during the face-to-face validation.

11. For further clarifications you may contact the Schools Division Officer-Personnel Section through telephone number: (043)722-1437 or email at sdobatangas.hiring@deped.gov.ph

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

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: Enclosure No. 1 The Qualifications Standard (QS) of the positions.
Enclosure No 2 Duties and Responsibilities of the positions.
Enclosure No 3 Checklist of Requirements (Annex C)
Reference: DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions,
To be indicated in the Perpetual Index under the following subject: Issuances-Office Memorandum

JBP/ CALL FOR SUBMISSION OF APPLICANTS FOR PDO II/
R2-156742/10/19/2026

Enclosure 1. The Qualification Standards of the School Counselor Associate I

	Education	Training	Experience	Eligibility
Prescribed Qualification	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

Enclosure 2. Key Result Area and Duties and Responsibilities of SCA Position

KEY RESULT AREA/S	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, wellbeing, 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. 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. 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 incharge 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. 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.

Annex C

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.