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Kagawaran ng Edukasyon
REHIYON V (BIKOL)

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

August 5, 2026

DIVISION MEMORANDUM

NO. 379 s. 2026

**CALL FOR APPLICATION FOR SCHOOL COUNSELOR ASSOCIATE I
FY 2026**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
OIC, Public Schools District Supervisor
Public Elementary and Secondary School Heads
Section/Unit Heads
Teachers and Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office of Iriga City hereby announces vacancies which are open for filing of application.
2. Interested applicants must meet the entry requirements/qualification standards indicated below:

POSITION TITLE	QUALIFICATION STANDARDS			
	Education	Training	Experience	Eligibility
SCHOOL COUNSELOR ASSOCIATE I	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	None required	None required	Career Service Professional/ Second Level Eligibility



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	courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting			
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3. **Enclosure No. 1** contains the **Position Profile** and **Job Description**
4. In accordance with DM-OUHROD-2026-2438, **the entire recruitment, selection, and appointment process for the SCA I positions shall be conducted and monitored through the Agile Gateway for Appointments and Placements (AGAP) System.**
5. All applicants are required to submit their application documents through <https://tinyurl.com/AGAP-Portal>
6. For guidance on account creation and application procedures, applicants are advised to access the AGAP User Manuals and Video Tutorials through this link: <https://tinyurl.com/AGAP-Portal-Guide>
7. All application documents must be **completely uploaded in PDF format** to the **AGAP portal on or before 15 August 2026**. Submissions beyond the deadline will not be considered. **Applicants are advised to review their documents carefully before uploading.**
8. **Enclosure No. 2** contains the **Documents for submission** to be **uploaded to the AGAP portal** as part of the application process.
9. Applicants who failed to submit the complete mandatory documents indicated in Enclosure No. 2 (whenever applicable) within the prescribed deadline shall not be included in the pool of official applicants. However, non-submission of additional documents for assessment shall not warrant exclusion from the pool of official applicants.
10. To ensure clarity and consistency, the **"RELEVANCE"** of an applicant's education, training, and experience shall be evaluated strictly based on the job description provided herein.
11. **All applicants are advised to regularly check their registered email and AGAP accounts for updates regarding the status of their application.**
12. The **Initial Evaluation Result (IER)** shall be sent to the applicants through their AGAP-registered email addresses and shall be posted in three (3) conspicuous places within the Schools Division Office.



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13. Qualified applicants shall be notified of the assessment schedule through their registered email addresses. They are likewise advised to bring the original copies of all documents submitted for verification purposes during assessment. The date and venue of which shall be announced through a separate memorandum.

14. This Office shall adopt an open ranking system based on **DepEd Order No. 07, s. 2023**, "*Guidelines on Recruitment, Selection and Appointment in DepEd*" **Enclosure No. 4**.

POINT SYSTEM FOR EVALUATIVE ASSESSMENT	
Criteria	Related-Teaching
	SG 11-15
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

15. Applicants with special needs (e.g., PWD) should submit a letter request to the HRMPSB Secretariat for any assistance that they might need during the assessment.

16. The applicant shall assume full responsibility and accountability on the completeness, authenticity and veracity of the documents submitted. Any violation will automatically disqualify the applicant from the selection process. The submission of any false and fraudulent document shall constitute grounds for immediate disqualification. Furthermore, any document that is unsigned or not duly sworn shall also result in disqualification.

17. The official applicants in the pool shall be assigned an application code to ensure objectivity and integrity throughout the process and to protect the applicant's identity when posting the results.

18. 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



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employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

19. Expenses relative to this activity are chargeable against the MOOE-OSDS subject to the usual accounting rules and regulations.

20. Immediate and widest dissemination of this Memorandum is desired.

MRL

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 379, s. 2026

POSITION PROFILE	
Position: School Counselor Associate I	Salary Grade: 11
Monthly Salary: Php 31,705.00	Place of Assignment:
No. of Vacancy/ies : 14	
Item Nos.: OSEC-DECSB-SCCA1-390001-2026 OSEC-DECSB-SCCA1-390002-2026 OSEC-DECSB-SCCA1-390003-2026 OSEC-DECSB-SCCA1-390004-2026 OSEC-DECSB-SCCA1-390005-2026 OSEC-DECSB-SCCA1-390006-2026 OSEC-DECSB-SCCA1-390007-2026 OSEC-DECSB-SCCA1-390008-2026 OSEC-DECSB-SCCA1-390009-2026 OSEC-DECSB-SCCA1-390010-2026 OSEC-DECSB-SCCA1-390011-2026 OSEC-DECSB-SCCA1-390012-2026 OSEC-DECSB-SCCA1-390013-2026 OSEC-DECSB-SCCA1-390014-2026	Iriga Central School San Francisco Elementary School San Isidro Elementary School San Nicolas Elementary School Iriga North Central School Iriga South Central School San Agustin (Stand Alone) Senior HS Salvacion Integrated School Cristo Rey Integrated School Perpetual Help National High School San Antonio National High School San Juan Integrated School Santiago Integrated School Sto. Niño National High School
JOB SUMMARY The School Counselor Associate I support 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.	
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.	



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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.



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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 incharge 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.



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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.



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Enclosure No. 2 to Division Memorandum No. 379, s. 2026

DOCUMENTS FOR SUBMISSION
I – MANDATORY DOCUMENTS
a. Letter of Intent addressed to the Schools Division Superintendent, attention: Administrative Officer IV, Personnel Section, indicating the position and school/s being applied for
b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (<i>Data Privacy Act of 2012</i>) sworn before a public officer authorized to administer oaths using the form which can be downloaded thru: https://tinyurl.com/CklistNT0925
c. Duly accomplished Personal Data Sheet (PDS) (<i>CS Form No. 212, Revised 2026</i>) with Work Experience Sheet (for applicants with work experience), form can be downloaded at www.csc.gov.ph Note: Applicant must ensure all details and information are correct and updated. All pages with no information should be indicated with N/A, date format must observed, all pages must be signed, with thumbmark and picture, signature over printed name of person administering oath must be original.
d. Copy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
e. Copy of Certificate/s of training, seminar, scholarship attended, if there is any; (acquired after the last promotion but within the last five (5) years, for those applying for promotion)
f. Copy of Certificate of Employment/Contract of Service/ Service Record whichever is/are applicable
g. Copy of latest Appointment, if applicable
h. Copy of valid and updated PRC License/ID, if applicable
i. Copy of Certificate of Eligibility/Report of Rating
j. For position with experience requirement / For applicants with work experience: Photocopy of Performance Rating in the last rating period/s covering one (1) year performance in the current or previous job prior to the deadline of submission For position with no experience requirement: Photocopy of Board Examination or Career Service Eligibility ratings



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II – OTHER DOCUMENTS FOR COMPARATIVE ASSESSMENT

- k. Documentary Evidence/s for Outstanding Accomplishments: (*earned after the last promotion, for those applying for promotion*)
- *Awards and Recognition*
 - a. Academic or Inter-School Awards (for applicants with no or less than one (1) year work experience)
 - 1. Academic or inter-school award; or
 - 2. Ten Outstanding Students of the Philippines (TOSP) Award; or
 - 3. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination
 - b. Outstanding Employee Award (for applicants with work experience)
 - 1. Any issuance, memorandum or document showing the Criteria for the Search; and
 - 2. Certificate of Recognition/Merit
 - *Research and Innovation*
 - 1. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
 - 2. Accomplishment Report verified by the Head of Office
 - 3. Certification of the utilization of the innovation or research, within the school/office duly signed by the Head of Office
 - 4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
 - 5. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research
 - *Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committee*
 - 1. Issuance/Memorandum showing membership in NTWG or Committees;
 - 2. Certificate of Participation or Attendance and;
 - 3. Output/Adoption by the organization/DepEd
 - *Resource Speakership/Learning Facilitation*
 - 1. Issuance/Memorandum/Invitation/Training Matrix;
 - 2. Certificate Recognition/Merit/Commendation/Appreciation and;
 - 3. Slide deck/s used and/or Session guide/s
 - *NEAP Accredited Learning Facilitator*
 - 1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - 2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office



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1. Application of Education

For position with experience requirement

1. Action Plan approved by the Head of Office
2. Accomplishment Report verified by the Head of Office
3. Certification of the utilization/adoption signed by the Head of Office

For position with no experience requirement

1. Certificate of General Weighted Average in the highest academic/grade level earned as evidenced by Transcript of Records or other certifications

m. Application of Learning and Development

1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
2. Action Plan/Re-entry Action Plan (REAP) Job Embedded Learning (JEL) Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office
3. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level
4. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level



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