



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

August 10, 2026

DIVISION MEMORANDUM

No. 355 s. 2026

**CALL FOR APPLICATION FOR SCHOOL COUNSELOR ASSOCIATE I POSITIONS
IN THE SCHOOLS DIVISION OFFICE OF BULACAN**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
HRMPSB Members
Secondary/Elementary Principals/OICs
All Others Concerned

1. This is to announce that the ranking for the newly created School Counselor Associate I positions in the Elementary and Junior High School, this Schools Division shall be conducted following the schedule below:

Step(s)	Date	Activity	Personnel In-Charge
1	August 10-20, 2026	Timeline of submission of application through the Agile Gateway for Appointments and Placement (AGAP) System and Hard Copies of Application in the Record's Unit	Applicants
2	August 20-21, 2026	Initial evaluation of documents based on DepEd Order No. 7.s.2023 / Qualification Standards	HRMO Personnel Unit
3	August 24, 2026	Emailing of qualified applicants	HRMPSB Secretariat
4	August 25, 2026 August 26, 2026 August 27, 2026	Evaluation of documents: Eddis 1 and 2 (Elementary and Junior High School) Eddis 3 and 4 (Elementary and Junior High School) Eddis 5 and 6 (Elementary and Junior High School)	HRMPSB



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5	August 28, 2026	Submission of CAR for the approval of SDS	HRMPSB Secretariat
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2. The number of newly created School Counselor I positions in the Schools Division is as follows:

ELEMENTARY	182
SECONDARY	66
TOTAL	248

3. The Qualification Standards for School Counselor I position per DO.19,s. 2026 *“Qualification Standards For Positions Created Under Republic Act No. 12080 or the Basic Educational Mental Health and Well-Being Promotion Act”* and *CSC Resolution No. 2600920* , are as follows:

Position/Salary Grade	Education	Experience	Training	Eligibility
School Counselor Associate I (SG 11)	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)

4. The evaluation of documents shall be based on DepEd Order No.7.s.2023, *“Guidelines on Recruitment, Selection, and Appointment in the Department*



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of Education“using the prescribed criteria and corresponding point allocation, as follows:

Criteria	Weight Allocation
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L & D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
Total	100

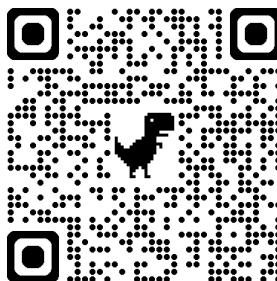
5. Interested applicants shall register and submit their Letter of Intent addressed to the Head of Office, together with all required pertinent documents, through the *Agile Gateway for Appointment and Placement (AGAP) System* using the link provided below, on or before *August 20, 2026*.

Applicants are advised to ensure that all required documents are complete, accurate, and properly uploaded within the prescribed period. **In addition, applicants shall submit the hard copies of their complete application documents to the Records Unit of the Schools Division Office within the same prescribed period.**

No additional documents shall be accepted after the deadline.

- a. AGAP Portal (Applicants)

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



Address: Provincial Capitol Compound, Brgy. Guinhawa,
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Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph



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- b. AGAP User Manuals and Video Tutorials for Applicants
<https://tinyurl.com/AGAP-Portal-Guide>
- c. AGAP Helpdesk
<https://tinyurl.com/AGAP-Ticketing>
- d. AGAP Live Support (For direct communication with AGAP Team)
<https://tinyurl.com/AGAPLiveSupport>

Required Pertinent Documents:

- a. Letter of intent addressed to the Head of Office
- b. Duly accomplished Personal Data Sheet
- c. Photocopy of Certificate of Eligibility
- d. Photocopy of scholastic/academic records such as Transcript of Records/Diploma, including completion of graduate and post-graduate units/degrees
- e. Photocopy of Certificate/s of Training
- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record
- g. Photocopy of latest appointment if applicable
- h. Photocopy of Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission
- i. 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 pursuant to RA No.10173
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to.
 - i. Means of Verification (MOV's) showing Outstanding Accomplishments, 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 Performance Rating is not relevant to the position to be filled.

*Note: Applicants who **fail to submit** the complete set of mandatory requirements on or before the deadline shall not be included in the pool of qualified applicants.*



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6. Section V, Item 50 of DepEd Order No. 19, s. 2022 provides that “The HRMPSB may also conduct other evaluation assessments in addition to the prescribed evaluative assessments as deemed necessary, such as but not limited to oral or written examinations, computer proficiency tests, and skills test. Other evaluative assessments must be anchored on the required competencies or related to the duties and responsibilities of the position to be filled.”
7. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.
8. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budgeting and auditing procedures.
9. Wide dissemination of this Memorandum is highly desired.

For the Schools Division Superintendent:

MARIA CELINA L. VEGA, CESO VI
Assistant Schools Division Superintendent

HRMPSB
HRMO/lbp



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



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

