



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

September 8, 2026

DIVISION MEMORANDUM

No. **416** s. 2026

**SECOND 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 Office announces the **Second Call for Applications for School Counselor Associate I positions** in the Elementary and Junior High Schools of this Schools Division, pursuant to the schedule provided below:

Step(s)	Date	Activity	Personnel In-Charge
1	September 14-24, 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	September 25-28	Initial evaluation of documents based on DepEd Order No. 7.s.2023 / Qualification Standards	HRMO Personnel Unit
3	September 30, 2026	Emailing of qualified applicants	HRMPSB Secretariat
4	October 1, 2026	Evaluation of documents: Eddis 1 and 2 (Elementary and Junior High School)	HRMPSB
5	October 2, 2026	Submission of CAR for the approval of SDS	HRMPSB Secretariat



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

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2. 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)

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



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f. Application of Education	10
g. Application of L & D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
Total	100

3. 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 *September 24, 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>



- 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>



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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.*

4. 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."
5. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS)



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- regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.
6. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budgeting and auditing procedures.
 7. Wide dissemination of this Memorandum is highly desired.



CECILIE B. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

HRMPSB
HRMO/lbp



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