3

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

November 9, 2026

DIVISION MEMORANDUM
No. 54 s. 2026

CLUSTERING OF REGISTERED GUIDANCE COUNSELORS (RGCs) AND STANDARDIZATION OF LEARNER REFERRAL DOCUMENTATION FOR SCHOOL COUNSELOR ASSOCIATES (SCAs)

To: Assistant Schools Division Superintendents
Chief Education Program Supervisors of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Learner Rights and Protection Advocates
Guidance Designates/Advocates
Registered Guidance Counselors
All Others Concerned

1. Pursuant to Republic Act No. 12080 or the *Basic Education Mental Health and Well-Being Promotion Act* and its Implementing Rules and Regulations; Republic Act No. 9258 or the *Guidance and Counseling Act of 2004*; Republic Act No. 11036 or the *Mental Health Act*; Republic Act No. 10173 or the *Data Privacy Act of 2012*; DepEd Order No. 40, s. 2012 or the *DepEd Child Protection Policy*; and DepEd Order No. 55, s. 2013 or the Implementing Rules and Regulations of the Anti-Bullying Act of 2013, this Office shall implement the clustering of Registered Guidance Counselors (RGCs) and School Counselor Associates (SCAs) to strengthen the delivery of guidance, counseling, and mental health support services among schools within the Division.

2. The initiative aims to establish an organized referral mechanism, strengthen coordination between RGCs and SCAs, and ensure appropriate documentation and monitoring of learners requiring counseling services.

3. Prior to **referring learners** to their assigned RGCs, the SCAs shall prepare the following documents:

a. **Intake Sheet** – learner information and presenting concerns;
b. **Incident Report** – details of the reported incident, when applicable; and
c. **Intervention Plan** – initial actions taken and recommended interventions.

4. The RGCs shall review the submitted documents and provide appropriate professional counseling or further referral. Counseling sessions shall be conducted online through Google Meet, with meeting links and schedules provided by the assigned RGCs in coordination with the concerned SCAs and schools. Appropriate consent and confidentiality shall be observed. Emergency cases shall be referred immediately without delay due to incomplete documentation.

Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: *https://bulacandeped.com*
Email: *bulacan@deped.gov.ph*

5. In cases requiring face-to-face counseling, the requesting school shall shoulder the necessary travel expenses of the assigned RGC in accordance with existing government accounting and auditing rules and regulations.

6. The list of RGCs, including their respective cluster assignments and designated Schools Division Office (SDO) duties, is attached as **Enclosure No. 1** for the guidance of all concerned. The said **assignments shall take effect immediately** and remain in force until further notice or until such time that changes or additional RGCs are designated.

7. For inquiries and clarifications, concerned personnel may coordinate with the Division Youth Formation Coordinators through email at bulacan.sgodyfp@deped.gov.ph.

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

CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

Enclosure No. 1

CLUSTERING OF REGISTERED GUIDANCE COUNSELORS (RGCs)

TEAM 1

	Monday	Tuesday	Wednesday	Thursday	Friday
EDDIS I	Crissalyn Joy D. Landayan	Crissalyn Joy D. Landayan	Crissalyn Joy D. Landayan	Crissalyn Joy D. Landayan	Crissalyn Joy D. Landayan
EDDIS II & IV	Shane-Anne S. Dela Cruz	Shane-Anne S. Dela Cruz	Shane-Anne S. Dela Cruz	Shane-Anne S. Dela Cruz	Shane-Anne S. Dela Cruz
EDDIS III	Jayson S. Hernandez	Jayson S. Hernandez	Jayson S. Hernandez	Jayson S. Hernandez	Jayson S. Hernandez
EDDIS V	Gina A. Asor	Gina A. Asor	Gina A. Asor	Gina A. Asor	Gina A. Asor
EDDIS VI	Maria Nina M. Mercado	Maria Nina M. Mercado	Maria Nina M. Mercado	Maria Nina M. Mercado	Maria Nina M. Mercado

TEAM 2

	Monday	Tuesday	Wednesday	Thursday	Friday
EDDIS I	Maan C. Aujero	Maan C. Aujero	Maan C. Aujero	Maan C. Aujero	Maan C. Aujero
EDDIS II & IV	Rosalyn Q. Centeno	Rosalyn Q. Centeno	Rosalyn Q. Centeno	Rosalyn Q. Centeno	Rosalyn Q. Centeno
EDDIS III	Emita R. Mendoza	Emita R. Mendoza	Emita R. Mendoza	Emita R. Mendoza	Emita R. Mendoza
EDDIS V	Rowena DR. Ajose	Rowena DR. Ajose	Rowena DR. Ajose	Rowena DR. Ajose	Rowena DR. Ajose
EDDIS VI	Gay S. Adriano	Gay S. Adriano	Gay S. Adriano	Gay S. Adriano	Gay S. Adriano

TEAM 3

	Monday	Tuesday	Wednesday	Thursday	Friday
EDDIS I	Nelly M. De Jesus	Nelly M. De Jesus	Nelly M. De Jesus	Nelly M. De Jesus	Nelly M. De Jesus
EDDIS II & IV	Jasmin G. Maranan	Jasmin G. Maranan	Jasmin G. Maranan	Jasmin G. Maranan	Jasmin G. Maranan
EDDIS III	Regina M. Merenciano	Regina M. Merenciano	Regina M. Merenciano	Regina M. Merenciano	Regina M. Merenciano
EDDIS V	Anita S. Ramos	Anita S. Ramos	Anita S. Ramos	Anita S. Ramos	Anita S. Ramos
EDDIS VI	Andrea F. Bernabe	Andrea F. Bernabe	Andrea F. Bernabe	Andrea F. Bernabe	Andrea F. Bernabe

Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: *https://bulacandeped.com*
Email: *bulacan@deped.gov.ph*