



Republic of the Philippines  
**Department of Education**  
REGION X  
**SCHOOLS DIVISION OF LANA DEL NORTE**

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| <b>DEPED LANA DEL NORTE</b>             |       |
| RECORDS SECTION CONTROL NO. <u>2983</u> |       |
| <b>RELEASED</b>                         |       |
| 10 AUG 2023                             | 10:15 |
| DATE                                    | TIME  |

August 6, 2026

DIVISION MEMORANDUM  
No. 401, s. 2026

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

To: Assistant Schools Division Superintendent

Chief of Functional Divisions  
Division Office Personnel  
Public Elementary and Secondary School Heads  
All Teaching and Nonteaching Personnel  
All Others Concerned

1. This Office calls for the submission of applications for School Counselor Associate I positions. The assessment shall abide with the guidelines, procedures, and criteria of DepEd Order No. 007, s. 2023, otherwise known as "Guidelines on the Recruitment, Selection, and Appointment in the Department of Education".
2. all applicants and personnel concerned are directed to refer to Attachment A: Detailed Hiring Guidelines and Application Procedures for information regarding the Qualification Standards, key timelines, required documents and submission instructions.
3. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Reference: Attachment A: Detailed Hiring Guidelines and Application Procedures

To be indicated in the Perpetual Index under the following subjects:

HIRING NOTICE OF VACANCY PERSONNEL

## Detailed Hiring Guidelines and Application Procedures

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------|
| Position Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | School Counselor Associate I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Salary Grade     | 11     |
| Parenthetical Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Governance Level | School |
| Office/Bureau/Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit/Division    |        |
| Reports to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | School Counselor I-IV<br>School Head                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Effectivity Date |        |
| Positions Supervised                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| <b>JOB SUMMARY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| <b>QUALIFICATION STANDARDS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| <b>A. CSC-Approved Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Bachelor's Degree in Guidance and Counseling or Psychology; or<br>Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or<br>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>B. Preferred Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| Eligibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| Trainings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| <b>DUTIES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |        |
| Individual Inventory and Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ol style="list-style-type: none"> <li>1. Collects and updates learner profile which includes but not limited to personal-social, academic, career, interest, and relevant health related data.</li> <li>2. Administers standardized or non-standardized test, 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.</li> </ol> |                  |        |

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|                                                             | 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 | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Supports planning, preparation and implementation of assessment services and programs through the supervision of School Counselors.</li> <li>4. Facilitates group guidance activities that promotes personal-social, academic, career development of the learners under the supervision of a School Counselor.</li> <li>5. Assists in career guidance activities implementations and executes referral protocols for career counseling and other support services.</li> <li>6. Contributes in equipping the school community with skills for prevention, identification, proper response and referral of learners' mental health.</li> <li>7. Provides mental health and psychosocial support services (MHPSS), such as but not limited to psychological and mental first aid.</li> <li>8. Facilitates the referral of learners with but not limited to cases of bullying, learners 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.</li> <li>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.</li> </ol> |
| Information Service and Capacity Building                   | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                       | <ol style="list-style-type: none"> <li>3. Ensure widest dissemination of information, education and communication (IEC) materials in print and online forms for mental health promotion.</li> <li>4. Aids in the delivery of technical assistance to the School Head and SDFO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel.</li> <li>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.</li> <li>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.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                     |
| Documentation, Reporting and Research | <ol style="list-style-type: none"> <li>1. Ensures proper documentation, handling, and safekeeping of learner records for use in program development and delivery, follow-up and referral services.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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</li> </ol> |
| Community Engagement                  | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners'</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|  | behavioral concerns and improving academic performance, under the supervision of the School Counselors. |
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**ANNOUNCEMENT: Mandatory Compliance for School Counselor Associate I Applicants**

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for School Counselor Associate I. Our hiring process strictly adheres to the principles of Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity as mandated by DepEd Order No. 007, s. 2023.

**Action Required: Review of RSA Procedures**

To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

1. V. Procedures – Enclosure No. 1 to DepEd Order No. 007, s. 2023
2. Criteria and Point System for Hiring and Promotion to Related-Teaching Positions – Enclosure No. 4 to DepEd Order No. 007, s. 2023

Understanding these provisions is crucial as it informs you of the entire Recruitment, Selection, and Appointment (RSA) process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

**PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.**

**DETAILED SUBMISSION INSTRUCTIONS:**

*(\*Required Documents)*

**IMPORTANT REMINDER:** Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent\*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V, Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte**. Kindly **INDICATE THE POSITION** you are applying for.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025)\*** with **Work Experience Sheet(WES)** – please ensure that **ALL PAGES MUST BE SIGNED** and your **THUMBMARK, PICTURE, and SIGNATURE**

**OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are ON THE 4TH PAGE of your PDS.

**IMPORTANT NOTE:**

**For PDS:** Applicant must ensure all details and information are correct and updated from page 1-4.

**For WES:** applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.

- C. Photocopy of **Certificate of Eligibility\*** (must be CLEAR and READABLE)
- D. Photocopy of **Transcript of Records and Diploma\***

**IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:**

For applicants with earned units leading to Master's and/ or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
  - Certificate of Completed Academic Requirements (if CAR)
  - Certificate of Units Earned (if Unit's earner)
- E. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if available
  - F. Photocopy of latest appointment, (for internal applicants who applied for promotion)
  - G. Photocopy of relevant Certificate/s of Training and seminars attended, if available

**IMPORTANT NOTE:**

Applicants shall ensure that all certificates must be CLEAR and READABLE and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are RELEVANT to the position.

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

- H. Photocopy of required Performance Ratings in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable
- 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 (Annex C)\* notarized by the following authorized officials:  
*President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerk of courts; registrar of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)*

J. Other documents as may be required by the HRMPSB, including 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 the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.

#### GENERAL REMINDERS:

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.
- Applicants are advised to access and register in the AGAP Portal (<https://tinyurl.com/AGAP-Portal>) to become an official applicant.
- Applicants who fail to submit the required documents within the given deadline **SHALL NOT BE INCLUDED** in the official pool of applicants.
- Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.
- Now, we assume that you are already aware of the documentary requirements, please upload your application through **AGAP portal** and submit the hard copy to any school within this Division who has an Administrative Officer II stationed **on or before August 21, 2026**.
- Administrative Officer IIs shall submit the received applications to the Personnel Section through Records Section on or before **2:00 P.M. August 24, 2026**.

The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.