



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

February 5, 2026

DIVISION MEMORANDUM
No. 117 , s. 2026

**ACCEPTANCE OF DOCUMENTARY REQUIREMENTS FOR THE CONVERSION AND
RECLASSIFICATION OF EXISTING GUIDANCE COUNSELORS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V
Elementary and Secondary School Heads
Applicants
All Other Concerned

1. In reference to DepEd Memorandum **DM-OUHROD- 2026-0135** dated January 22, 2026, titled “**Conversion and Reclassification of Existing Guidance Counselor and Guidance Coordinator Positions Pursuant to Republic Act No. 12080**”, otherwise known as the **Basic Education Mental Health and Well-Being Promotion Act** that reinforces the promotion and delivery of mental health and psychosocial support services across the basic education system. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of documentary requirements for the conversion and reclassification of existing Guidance Counselors.

2. All incumbent Guidance Counselors are hereby directed to prepare and submit to the **Division Office-Records Section** on or before **February 13, 2026, 5:00 PM** in one (1) set of documents, properly arranged and labeled with ear tabs/tags, fastened in **YELLOW** folder the following requirements consistent with Section 20 of DepEd Order No. 0007, 2023, titled *Guidelines on the Recruitment , Selection, and Appointment in the Department of Education*:

- Letter of intent addressed to the Schools Division Superintendent (SDS);
- Duly accomplished Personal Data Sheet (PDS) (CSC Form 212, Revised 2025) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID, if available;
- Certificate of Certificate of Eligibility/ Rating, if available;
- Photocopy of scholastic/ academic record (i.e., Special Orders, Transcript of Records (TOR), and Diploma, including completion of graduate and post-graduate units/degree, if available);
- Photocopy of duly signed Service Record;
- Photocopy of certificate/s of relevant training;
- Photocopy of the Performance Rating in the last rating period covering one (1) complete performance cycle in the current position; and



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<http://www.depedtagbilaran.org>

- 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 (Data Privacy of Act of 2012).

3. Please see **Annex C –1** Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) and **Annex A** Proposed Qualification Standards for RA 12080 Positions.

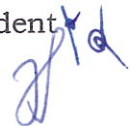
4. Other schedules related to the Selection Process will be issued in a separate memorandum.

5. This selection welcomes and gives equal employment opportunities to all. No applicants shall be discriminated against and/or denied access to opportunities for suitable employment.

6. Expenses relative to the conduct of the said activity are chargeable to Division MOOE subject to the usual auditing rules and regulations.

7. Wide dissemination of this Memorandum is desired. For information, guidance, and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



WDB/OSDS/JAAL/ecc

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/ Subcommittee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
k. 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			
l. Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
m. Other documents as may be required			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Attested:

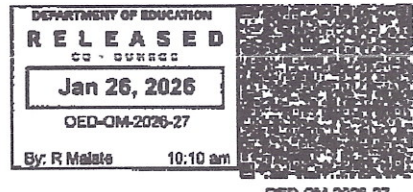
_____ Human Resource (HR) Office / Subcommittee

Name and Signature of Applicant

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) [w]here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0135

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 ALL OTHERS CONCERNED

FROM : *[Signature]*
 E-signed by
 Wilfredo Cabral
 1/22/2026, 9:21:44 PM
WILFREDO E. CABRAL
 Undersecretary
 Human Resource and Organizational Development and
 Infrastructure

SUBJECT : CONVERSION AND RECLASSIFICATION OF EXISTING
 GUIDANCE COUNSELOR AND GUIDANCE
 COORDINATOR POSITIONS PURSUANT TO RA 12080

DATE : 22 January 2026

The Republic Act No. 12080, s. 2024, otherwise known as the *Basic Education Mental Health and Well-Being Promotion Act*, reinforces the promotion and delivery of mental health and psychosocial support services across the basic education system. Section 2 of RA 12080 specifically states that the law aims to:

“strengthen the existing mental health and guidance and counseling program and other health and wellness activities, including sports-related programs, through the development of an effective and efficient school-based mental health program, to promote and ensure the mental health and well-being of all learners, as well as provide mental health awareness and literacy programs and appropriate mental health-related referrals to the teaching and non-teaching personnel, in all public and private basic education schools in the country.”

To this end, the Law mandates the establishment of Mental Health and Well-Being Office (MHWO) in all Schools Division Offices (SDO) and Care Centers in every public school to be operated by competent personnel, ensuring that learners and personnel have access to appropriate mental health support.

To operationalize these provisions, the Act further provides under Section 9 the creation of new plantilla positions within the Department of Education (DepEd), as follows:



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86397206, (+632) 86318494
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CO-OUHROD-F002	Rev	00
Effectivity	03.23.23	Page	1 of 4



Plantilla Position Title	Salary Grade
School Counselor Associate I	11
School Counselor Associate II	12
School Counselor Associate III	13
School Counselor Associate IV	14
School Counselor Associate V	15
School Counselor I	16
School Counselor II	18
School Counselor III	20
School Counselor IV	22

Under the same section, the Act mandates that the positions of Guidance Counselor and Guidance Coordinator shall be **converted or reclassified** to the appropriate newly created positions, subject to the eligibility and qualifications set by the Department of Budget and Management (DBM), Civil Service Commission (CSC), and DepEd in accordance with the provisions of the Law.

In view of the above, the Bureau of Human Resource and Organizational Development (BHROD), in coordination with the DBM, shall facilitate the following:

1. **Conversion of existing vacant, dormant Guidance Counselor and Guidance Coordinator** positions to School Counselor Associate I (SCA I) (SG-11) positions through scrap-and-build process.

The BHROD has already identified 4,470 existing unfilled positions for conversion based on the GMIS data as of October 17, 2025. To ensure accuracy of the generated data, Human Resource Management Officers (HRMO) are directed to validate the status of the positions, whether filled or unfilled, through the following link:

<https://tinyurl.com/PlantillaMonitoringTool>

Further, pending the DBM approval of the proposed conversion of vacant positions, all SDOs are directed to **suspend the filling-up of the Guidance Counselor and Guidance Coordinator positions**. A separate Memorandum shall be issued once the conversion to SCA I positions is approved.

2. **Reclassification (or retitling¹)** of existing *filled* positions to appropriate new position titles, subject to the qualification of the incumbent vis-à-vis the Qualification Standards (QS) as approved by the CSC.

With the intent to submit an indicative list of positions for reclassification (or retitling) and its corresponding funding requirements, Regional Offices (RO) and SDOs are directed to conduct initial evaluation of incumbents based on the proposed QS, pending its CSC approval; and submit the list and corresponding Personnel Services (PS) requirement using the existing Plantilla Allocation List (PAL) format.

¹ A form of reclassification of position that does not involve change in salary grade

Guidelines for the Regional and Schools Division Offices

A. Schools Division Offices (SDOs)

1. Require all incumbent Guidance Counselors and Guidance Coordinators to prepare and submit to the Human Resource Management Officer (HRMO) on or before the deadline to be set by the SDO the mandatory application requirements consistent with Section 20 of DepEd Order (DO) No. 007, s. 2023, titled *Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*:
 - Letter of intent addressed to the Schools Division Superintendent (SDS);
 - Duly accomplished Personal Data sheet (PDS) (CSC Form 212, Revised 2025) with Work Experience Sheet;
 - Photocopy of valid and updated PRC License/ID, if available;
 - Certificate of Eligibility/Rating, if available;
 - Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR), and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - Photocopy of duly signed Service Record;
 - Photocopy of certificate/s of relevant training;
 - Photocopy of the Performance Rating in the last rating period covering one (1) complete performance cycle in the current position; and
 - 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 (*Data Privacy Act of 2012*).
2. Evaluate the qualifications of the incumbents and determine the appropriate position to which they are qualified based on the proposed QS (*Please see Annex A: Proposed Qualification Standards for School Counselor and School Counselor Associate Positions*).
3. In the process of evaluation, the following shall likewise be observed:
 - Only licensed Registered Guidance Counselors (RGCs) and Registered Psychologists (RPsy) may be qualified for reclassification or retitling to the appropriate School Counselor (SC) position; and
 - Non-RGCs and Non-RPsy incumbents shall be reclassified or retitled to the appropriate SCA position.
4. Prepare a summary of the assessment using the existing Initial Evaluation Results (IER). The IER for each position shall contain all the applicants who were deemed qualified for the particular position.
5. Based on the duly signed IER, prepare and submit to the ROs a duly signed Position Allocation List (PAL) using the attached template in *Annex B* on or before **February 20, 2026**.

B. Regional Offices (ROs)

1. RO HRMO shall consolidate and validate all submissions from SDOs to ensure accuracy and completeness of the documents, for onward approval and signature of the Regional Director.
2. Upon approval, submit the consolidated, duly signed PAL to the BHROD-Organization Effectiveness Division at bhrod.oed@deped.gov.ph on or before **February 27, 2026**, for onward submission to DBM Central Office.
3. Once the nationally-consolidated PAL has been approved by the DBM, the DBM RO shall process and issue the Notices of Organization Staffing and Compensation Action (NOSCA) to the DepEd RO counterpart, copy furnished the respective SDOs, for subsequent processing of the appointment papers.

To further explain and provide necessary clarification on the matter, a **virtual HRMO Orientation** shall be conducted on **January 29, 2026 (Thursday)**, from **1:30 to 3:00 p.m.** Regional and SDO HRMO participants may access the meeting through the link below:

Microsoft Teams Meeting: <https://bit.ly/VirtualOrientationRA12080>
Meeting ID: 451 033 520 012 11
Passcode: vE3aq2pG

For queries and/or clarification, you may contact the BHROD-OED through **Mr. Jeric Francis C. Lianto** or **Ms. Asmen Halog** at email address bhrod.oed@deped.gov.ph or call (02) 8633-5375.

PROPOSED QUALIFICATION STANDARDS FOR RA 12080 POSITIONS

SCHOOLS COUNSELOR

POSITION	SG	PROPOSED QUALIFICATION STANDARDS			
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Counselor I	16	Master's degree in Guidance and Counseling; or Master's degree in Psychology	None required	None required	RA 1080, as amended (Guidance Counselor or Psychologist)
School Counselor II	18	Master's degree in Guidance and Counseling; or Master's degree in Psychology	1 year of relevant experience	8 hours of relevant training	RA 1080, as amended (Guidance Counselor or Psychologist)
School Counselor III	20	Master's degree in Guidance and Counseling; or Master's degree in Psychology	2 year of relevant experience	16 hours of relevant training	RA 1080, as amended (Guidance Counselor or Psychologist)
School Counselor IV	22	Master's degree in Guidance and Counseling; or Master's degree in Psychology	3 year of relevant experience	24 hours of relevant training	RA 1080, as amended (Guidance Counselor or Psychologist)

**Individuals who acquired PRC license according to Section 14 of RA 9258, Guidance and Counseling Act of 2004, and Section 16 of RA 10029, Philippine Psychology Act of 2009 (grandfather clause) shall be considered as having met the Master's degree education requirement to positions covered by the corresponding board laws.*

SCHOOLS COUNSELOR ASSOCIATE

POSITION	SG	PROPOSED QUALIFICATION STANDARDS			
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Counselor Associate I	11	<p>Bachelor's Degree in Guidance and Counseling or Psychology; or</p> <p>Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or</p> <p>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</p>	None required	None required	Career Service Professional/ Second Level Eligibility
School Counselor Associate II	12	<p>Bachelor's Degree in Guidance and Counseling or Psychology; or</p> <p>Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or</p> <p>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</p>	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility

<p>School Counselor Associate III</p>	<p>13</p>	<p>Bachelor's Degree in Guidance and Counseling or Psychology; or</p> <p>Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or</p> <p>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</p>	<p>2 years of relevant experience</p>	<p>8 hours of relevant training</p>	<p>Career Service Professional/ Second Level Eligibility</p>
<p>School Counselor Associate IV</p>	<p>14</p>	<p>Bachelor's Degree in Guidance and Counseling or Psychology; or</p> <p>Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or</p> <p>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</p>	<p>3 years of relevant experience</p>	<p>16 hours of relevant training</p>	<p>Career Service Professional/ Second Level Eligibility</p>
<p>School Counselor Associate V</p>	<p>15</p>	<p>Bachelor's Degree in Guidance and Counseling or Psychology; or</p> <p>Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or</p> <p>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</p>	<p>3 years of relevant experience</p>	<p>24 hours of relevant training</p>	<p>Career Service Professional/ Second Level Eligibility</p>