



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 08-224s. 2026

To: Asst. Schools Division Superintendent
Members of the Division HRMPSB
All Elementary and Secondary School Heads
This Division

CALL-UP OF APPLICATION FOR SCHOOL COUNSELOR ASSOCIATE I POSITION

1. In adherence to the Department of Education's principle of merit and fitness, we are pleased to announce the opening of applications for the following vacant positions published in the Civil Service Commission official website.
2. Refer to the following positions and CSC minimum Qualification Standards (QS):

Position	Education	Training	Experience	Eligibility
School Counselor Associate I	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	None required	None required	Career Service (Professional)/Second Level Eligibility



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	courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting			
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3. All qualified applicants regardless of gender, status, religion, persons with disability (PWD), members of the LGBTQA+, SOGIE and the likes. Applicants are also required to access the online application thru AGAP Portal with this link <https://tinyurl.com/AGAP-Portal> and submit hardcopies of the following mandatory documentary requirements for application to the Records Unit on/ before August 17, 2026.

- a. Letter Intent addressed to the Schools Division Superintendent
MANUEL O. CABERTE
Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form 212 Revised 2025) with work experience sheet.
- c. Photocopy of valid and updated PRC License
- d. Photocopy of proof of Eligibility
- e. Photocopy of TOR with CAV
- f. Photocopy of certificate/s of training (if applicable)
- g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record whichever is applicable.
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Rating in the last rating period covering one (1) full cycle in the current/ latest position prior to the deadline of submission if applicable.
- j. Checklist of the requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy concept form pursuant to RA 10173 (*Data Privacy Act of 2012*)
- k. Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to:



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- i. Means of Verification or (MOV's) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance rating in item (i) is not relevant to the position to be filled, if applicable.
5. Interview and practical exam will be announced later. All qualified applicants will be notified thru call or text from HRMPSB secretariat for the details.
6. Late and incomplete submission of required documents will not be accepted and considered disqualified.
7. For immediate and wide dissemination.


MANUEL O. CABERTE
Schools Division Superintendent

Encls.: None

References: DepEd order no. 07, s. 2023
DepEd order no. 20, s. 2024
DepEd order no. 21, s. 2024

To be indicated in the
Perpetual index under the following subjects:
HRMPSB **PRIME-HRM RSP**

OSDS/rmboncaros
08/17/2026