



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CAMARINES NORTE



DIVISION MEMORANDUM
No. 296, s. 2026

ANNOUNCEMENT OF VACANCIES

To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD)
All Section/Unit Heads
All Elementary/Secondary Schools Heads
All Others Concerned

1. We are pleased to inform you that the following positions are now open for assessment to all interested qualified applicants.

NO.	POSITION	NO. OF ITEMS	PLACE OF ASSIGNMENT
1	School Counselor I	1	Calabasa Integrated School
2	School Counselor Associate I	88	Elementary & Secondary Schools

2. Applicants must submit their application through the AGAP System - AGAP Portal link "<https://tinyurl.com/AGAP-Portal>", which the entire end-to-end recruitment, selection and appointment process of the said positions shall be conducted and monitored through the AGAP System, in accordance with DM-OUHROD-2026-2438.

3. Applicants are required to review the AGAP User Manuals and Video Tutorials <https://tinyurl.com/AGAP-Portal-Guide> on how to submit application.

4. All interested and qualified applicants must submit their complete documentary requirements **on or before 5:00 PM of August 14, 2026**, as listed herein;

- Letter of intent addressed to the Head of Office;
- Duly accomplished Personal Data Sheet (PDS) (CSC Form No. 212, Revised 2025) with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of Latest Appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, (Performance Rating(s) relevant to the position applied for should also be included) if applicable;
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy



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Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (**Annex B**); and

- k. Other documents as may be required by the HRMPSB, for comparative assessment, including but not limited to:
- i. 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;

The components of Outstanding Accomplishments are as follows:

- a) Awards and Recognition;
b) Research and Innovation;
c) Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees;
d) Resource Speakership/Learning Facilitation; and
e) NEAP Accredited Learning Facilitator
- ii. Photocopy of Performance Rating obtained from the relevant work experience if performance rating in Item (2i) is not relevant to the position to be filled, if applicable.

5. Applicants must ensure that all required documents are complete and that all mandatory, fillable fields are properly accomplished, particularly those necessary for the assessment of Education, Training, Experience, and Performance. It is strongly advised that applicants conduct a self-assessment of their documents prior to submission, in accordance with the existing recruitment policies and guidelines of the Department. Failure to comply with the required format, completeness, or accuracy of submissions may result in non-evaluation during the selection process.

6. The combined PDF file of the requirements shall be brought by the applicant during the deliberation. The HRMPSB, however, may ask applicants to submit additional documents as they see fit to ensure the effective implementation of the desired principles of the hiring process.

7. No additional documents shall be accepted after the set deadline.

8. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (item 2k), duly signed by the applicant and sworn before a public officer authorized to administer oaths. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

9. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

10. An internal applicant occupying a position considered next-in-rank shall *not* be automatically included in the pool of official applicants and shall *not* be exempted from the submission of documentary requirements listed in item no. 2.

11. This Office shall adopt an Open Ranking System and documents will be evaluated using DepEd Order No. 7, s. 2023, titled "Guidelines on Recruitment, Selection, and



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Appointment in the Department of Education”, and DepEd Order No. 19, s. 2026, titled “Qualification Standards for Positions Created Under Republic Act No. 12080 or the Basic Education Mental Health and Well Being Promotion Act”.

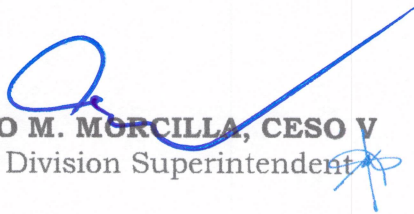
12. In the event of an issuance of a subsequent DepEd Order or Memorandum updating the guidelines on recruitment, selection and appointment in the Department of Education, the provisions of which shall be followed and applied.

13. Please find in separate sheets (**Annex A**), the details (Salary Grade/Monthly Salary, Item No., Place of Assignment, Qualification Standards, General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities)) of the above-cited positions, for your guidance. A copy of this memorandum can be downloaded from our DepEd FB page <https://www.facebook.com/DepEd-Camarines-Norte> and DepEd Camarines Norte page <https://depedcamnorte.ph/>

14. Following the ^{principle} promotion of an Equal Employment Opportunity Principle, this Office considers the application of all interested qualified applicants for employment to a position irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs, or any other characteristics protected by law.

15. The schedule of activities pertaining to the pre-evaluation of documents, final evaluation of documents, interview, and further face to face/virtual assessment by the HRMPSB will be disseminated later.

16. Immediate and widest dissemination of this Memorandum is earnestly enjoined.


CRESTITO M. MORCILLA, CESO V
Schools Division Superintendent

References: DepEd Order No. 19 s. 2026
DepEd Order No. 19 s. 2022
DepEd Order No. 7 s. 2023
DepEd Order No. 20 s. 2024
DepEd Order No. 21 s. 2024
Republic Act No. 7041
CSC MC No. 14, s. 2018



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Annex A

VACANCY ANNOUNCEMENT

POSITION PROFILE	
Position: School Counselor I	Salary Grade: 16
Monthly Salary: Php 45,694.00	Place of Assignment: Calabasa Integrated School
Plantilla Item No.: OSEC-DECSB-SCC1-390306-2026	No. of Vacancy/ies: 1
QUALIFICATIONS	
Education	Master's Degree in Guidance and Counseling; or Master's Degree in Psychology
Experience	None Required
Training	None Required
Eligibility	RA 1080, as amended (Guidance Counselor or Psychologist)
GENERAL OFFICE FUNCTION	
Leads and manages the School Care Center in the effective delivery of mental health, well-being, guidance and counseling, and career development programs and services, as well as the establishment of partnerships that promote learners' overall well-being, under the supervision of the Schools Division Counselor.	
JOB DESCRIPTION	
The position is responsible for the strategic planning, implementation, monitoring, and evaluation of school-based mental health and well-being programs in alignment with the overall DepEd framework.	
MAJOR TASKS (Duties and Responsibilities)	
INDIVIDUAL INVENTORY AND ASSESSMENT	
1. Maintains a dynamic, individualized learner inventory tracking academic progress, career aspirations, and personal-social development to create a holistic profile for each learner. 2. Collects and assesses individual learner data to support the efficient delivery of mental health, guidance, and counseling services. 3. Validates the identified learners with personal-social, academic, and career concerns, and plans appropriate inclusive interventions. 4. Establishes systems for the conduct of individual inventory and assessment of learners to ensure efficient delivery of mental health and guidance & counseling services. 5. Plans, prepares, and implements assessment services and programs to identify their personal-social, academic, career, and mental health needs and concerns. 6. Conducts and manages the administration of standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards as part of assessment services and generate analysis to understand learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being.	



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SCHOOL COUNSELING SERVICE AND DELIVERY

1. Leads in 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.
2. Manages and maintains the operations of the school Care Center to ensure the effective delivery of mental health, well-being and guidance and counseling services.
3. Conducts individual and group counseling, as well as other appropriate interventions, to address various learners' development needs, including not limited to mental health and well-being.
4. Provides consultation services by means of sharing strategies supporting the personal- social, academic, and career development of learners with the school stakeholders.
5. Ensures the efficient implementation of referral systems to address the mental health needs of learners, teaching and non-teaching personnel, as well as other stakeholders.
6. Conducts group guidance activities that promote personal-social, academic, and career development of the learners.
7. Develops and manages a comprehensive and evidenced-based school guidance and counseling services tailored to the personal-social, academic, and career needs of the learners.

INFORMATION SERVICE AND CAPACITY BUILDING

1. Provides learners with relevant and accurate information to help them make informed decisions about their personal-social, academic and career lives through orientation and capacity building.
2. Strengthens and ensures the implementation of information and advocacy activities on academic and career opportunities, including scholarships, to support learners in exploring and pursuing their chosen career pathways.
3. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services.
4. Conducts mental health activities to learners as well as supports and/or provides technical assistance to the School Head in implementing SDO-initiated mental health initiatives for teachers and other school-based personnel. This includes, but is not limited to, developing and executing mental health awareness campaigns, organizing and facilitating mental health symposiums, and establishing and managing referral protocols.
5. Leads in the conduct of career guidance advocacies and services such as career orientation, symposia, expos, institutional visits and other related activities.
6. Supports the conduct of information and advocacy activities on Anti-Bullying campaigns, Online Sexual Abuse and Exploitation of Children (OSAEC) and Safe Space Act. And other related topics on learner rights, protection and well-being.



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7. Supervises the capacity building and organization of peer facilitators to implement support and mentoring programs within the school.

DOCUMENTATION, REPORTING AND RESEARCH

1. Records detailed and accurate counseling notes ensuring confidentiality and consistency in tracking learners progress for reference.
2. Provides summary reports on the number of cases related to personal-social, academic and career concerns.
3. Proposes the enhancement of the school-based mental health services on data gathered;
4. Reports to the School Head and Schools Division Counselor the cases handled.
5. Leads the conduct of research on learners' needs, mental health and well-being, counseling interventions, career development, and service delivery to assess the effectiveness of implemented strategies and programs, aligned with the research agenda of the MHWO and the needs of the school.

COMMUNITY ENGAGEMENT

1. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, mental health and well-being.
2. Collaborates with teachers, parents, and other relevant stakeholders in creating, developing and implementing initiatives that promote learners' overall well-being.
3. Leads in the identification, coordination, implementation and establishment of sustained partnerships within and outside school community with relevant stakeholders in the promotion and delivery of mental health education and related services.



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Annex A

VACANCY ANNOUNCEMENT

POSITION PROFILE	
Position: School Counselor Associate I	Salary Grade: 11
Monthly Salary: Php 31,705.00	Place of Assignment: Various Elementary & Secondary Schools
Plantilla Item No.: OSEC-DECSB-SCCA1-390239 to 390326-2026	No. of Vacancy/ies: 88
QUALIFICATIONS	
Education	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 or guidance and counseling, preferably in s a school or community setting
Experience	None Required
Training	None Required
Eligibility	Career Service Professional/Second Level Eligibility
GENERAL OFFICE FUNCTION	
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.	
JOB DESCRIPTION	
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.	
MAJOR TASKS (Duties and Responsibilities)	
INDIVIDUAL INVENTORY AND ASSESSMENT	
1. Collects and updates learner profile which includes but not limited to personal-social, academic, career, interest, and relevant health related data. 2. Administers standardized and non- standardized tests, 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. 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	
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.	



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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.
3. Supports planning, preparation and implementation of assessment services and programs through the supervision of School Counselors.
4. Facilitates group guidance activities implementations and executes referral protocols for career counseling and other support services.
5. Contributes in equipping the school community with skills for prevention, identification, proper response and referral of learners' mental health.
6. Provides mental health and psychosocial support services (MHPSS), such as but not limited to psychological and mental health first aid.
7. Facilitates the referral of learners with but not limited to cases of bullying, learner rights and protection, neglect, abuse, mental health issues, and those with other development needs to appropriate professionals, committees, agencies, institutions, organization for necessary intervention and aftercare support in coordination with the school counselor and relevant stakeholders.
8. 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.

INFORMATION SERVICE AND CAPACITY BUILDING

1. Contributes to 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.
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.
3. Ensure widest dissemination of information, education and communication (IEC) materials in print and online forms for mental health promotion.
4. 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.
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.
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.

DOCUMENTATION, REPORTING AND RESEARCH

1. Ensures proper documentation, handling, and safekeeping of learner records for use in program development and delivery, follow-up and referral services.



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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.
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.
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.
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.

COMMUNITY ENGAGEMENT

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.
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.
3. Provide direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, under the supervision of the School Counselors



CHECKLIST OF REQUIREMENTS FOR RELATED TEACHING APPLICANTS

Name of Applicant: _____
Position Applied For: _____
Ethnicity: _____
Person with Disability: Yes () No ()

Office of the Position Applied For : _____
Contact Number: _____
Religion: _____
Solo Parent: Yes () No ()

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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 Rating/s in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	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 (Non-Natarized)			
k.	Other documents as may be required for comparative assessment, such as 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 Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF 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.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath