



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. **323**s. 2026

27 JUL 2026

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR VACANT
SCHOOL COUNSELOR ASSOCIATE I POSITIONS**

To: Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Integrated, and Secondary Schools
All Others Concerned

1. This Office announces the recruitment, evaluation, and selection of applicants for vacant non-teaching positions in elementary and secondary schools. Interested applicants shall submit their application documents through the **Agile Gateway for Appointment and Placement (AGAP) Portal** from **July 27, 2026 until 5:00 p.m. of August 7, 2026**, using the link: **<https://tinyurl.com/AGAP-Portal>**.
2. The list of vacant positions, qualification standards, point system for evaluative assessment, timeline of activities, and duties and responsibilities are found in Enclosures No. 1-5, respectively.
3. Espousing the principles of merit, fitness for the job, and equal opportunity, this Office highly encourages interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled ***“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”***.
5. Interested applicants shall upload the following documentary requirements through the AGAP System on or before the deadline indicated above:
 - a. Letter of intent **specifying the desired position and place of assignment where the vacancy exist**, addressed to the Schools Division Superintendent, **ROEL F. BERMEJO**;
 - b. Duly accomplished Personal Data Sheet (CSC Form 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;



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- e. Photocopy of scholastic/academic record such as 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 Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), subscribed before an officer authorized to administer the oath (Enclosure No.5); 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 date of last issuance of appointment.
 - 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.

Applicants who failed to upload the complete mandatory documents (items 5.a to 5.j) on the set deadline shall not be included in the pool of applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) shall not warrant exclusion from the pool of official applicants (paragraph no. 21 of DO No. 007 s. 2023). **No new or additional documents will be accepted after the deadline.**

6. The assessment of these positions shall be based on the criteria per **DepEd Order No. 007 s. 2023:**

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding accomplishments acquired after the last promotion;
- f. Application of Education acquired after the last promotion;
- g. Application of Learning and Development (L&D) acquired after the last promotion; and



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- h. Potential measured using other evaluative assessments.
7. To support the efficient, transparent, and timely implementation of the RSA process, the AGAP System shall serve as the Department's official end-to-end digital platform for the recruitment, selection, appointment, deployment, and monitoring of SCA I positions.
8. Applicants are encouraged to familiarize themselves with the AGAP System by referring to the AGAP User Manual and Video Tutorials, which may be accessed through the following link: <https://tinyurl.com/AGAP-Portal-Guide>.
9. Applicants are enjoined to strictly observe these guidelines in the uploading of documents related to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. **Any false and fraudulent documents submitted shall be ground for disqualification.**
10. Qualified applicants will be notified to undergo the interview, written examination, and work sample test through their **registered email address** (check inbox and spam folder) and/or official announcement posted on the **SDO Capiz Personnel Section** Facebook page. Applicants must bring their laptop, charger, extension cord, and own pocket or portable wi-fi on this scheduled day.
11. The period covered for creditable points for outstanding accomplishments, awards, participation in training/ seminar, etc. is from the date of the last promotion up to **August 7, 2026**.
12. Expenses of the Division HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
13. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
References: DepEd Order No.007, s. 2023;
DepEd Order No.021, s. 2024

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

EVALUATION RANKING RECRUITMENT SELECTION



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Enclosure No. 1 to SDM **323** s. 2026

LIST OF VACANT POSITIONS

JUNIOR HIGH SCHOOL

POSITION	No. of Items	PLACE OF ASSIGNMENT
SCHOOL COUNSELOR ASSOCIATE I	38	Aglalana Integrated School
		Antonio Belo Memorial Integrated School
		Bailan Integrated School
		Bilao Integrated School
		Bungsuan NHS
		Capiz National High School
		Casanayan National High School
		Col. Patrocinio Artuz NHS
		Comsr. Luis R. Asis NHS
		Concepcion Castro Garcia NHS
		Cuartero NHS
		Dao National High School
		DAVID MOISES MEMORIAL HIGH SCHOOL
		Dulangan NHS
		Dumalag Central NHS
		Ernesto R. Sicad, Sr. NHS(Pawa nhs)
		Estefania Montemayor NHS
		Feliciano Yusay Consing NHS
		Florentina B. Degala NHS
		Jagnaya NHS
		Jamindan National High School
		Jose Diva Avelino Jr. NHS
		Lucero NHS
		Macario Delfin Bermejo NHS
		Maindang National High School
		Mambusao East NHS (ext. of David Moises)
		MAMBUSAO NATIONAL HIGH SCHOOL
		Manuel F. Onato NHS
		Marciano M. Patricio (Pilar)
		Mianay NHS
		Panitan National High School
		Pontevedra NHS
		Ramon A. Benjamin Sr. National High School
		San Nicolas NHS (Pilar)
		Sapian National High School
		Tapaz NHS
		Tuburan NHS
		Vicente Andaya Sr. NHS



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ELEMENTARY

POSITION	No. of Items	PLACE OF ASSIGNMENT
SCHOOL COUNSELOR ASSOCIATE I	21	Casanayan ES
		Cuartero CES
		Dao Central School
		DOMINGO M. LOCSIN ES (CABUGCABUG)
		Dulangan ES
		Dumalag CS
		Dumarao ES
		Hipona ES
		Ivisan ES
		Jamindan ES
		Maayon ES
		Mambusao ES
		Panay CS
		Panitan ES
		Pilar Elementary School
		Pontevedra Elem. School
		Pres. Roxas East ES
		Sapian Elementary School
		Sigma CES
		Tapaz CES
		Victoria C. Dais ES



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 2 to SDM 323 s. 2026

APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Training	Experience	Eligibility
SCHOOL COUNSELOR ASSOCIATE I	11	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 on guidance and counseling, preferably in a school or community setting	None Required	None Required	Career Service Professional/ Second Level Eligibility



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Enclosure No. 3 to SDM 323 s. 2026

POINT SYSTEM FOR EVALUATIVE ASSESSMENT

Related-Teaching Position

Criteria	SG 11-15
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
Total	100



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 4 to SDM **323** s. 2026

TIMELINE OF ACTIVITIES

DATE	ACTIVITIES	VENUE	PERSONNEL INVOLVED
July 27, 2026 to August 7, 2026; 8:00am to 5:00pm	Submission of Application Documents (ONLINE) to the AGAP Portal	Online	Applicants
August 10, 2026 to August 21, 2026	Conduct of Initial Evaluation and Preparation of Initial Evaluation Results (IER)	Division Multi-Purpose Hall	HRMO & Selected Subcommittee Secretariat
August 24, 2026 to August 28, 2026	Comparative Assessment, Interviews, and Other Assessment Activities	Division Multi-Purpose Hall	Division HRMPSB & Secretariat
August 31, 2026 to September 1, 2026	HRMPSB Deliberation and Preparation of CAR	Office of the ASDS	Division HRMPSB & Secretariat
September 2, 2026 to September 11, 2026	Posting of Comparative Assessment Results (CAR)		Division HRMPSB & Secretariat
September 14, 2026 onwards	Selection and Issuance of Appointment, Assumption to Duty, and Onboarding of SCA I Personnel		

Note: The Division HRMPSB may adjust the timeline based on their needs or availability. Applicants are requested to check their registered email address, AGAP Portal, or the SDO Capiz Personnel Section Facebook page for announcements.



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Enclosure No. 5 to SDM 323 s. 2026

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	School Counselor Associate I	Salary Grade	11
Parentetical Title		Governance Level	School
Office/Bureau/Service	School	Unit/Division	
Reports to	School Counselor I-IV School Head	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
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.			
QUALIFICATION STANDARDS			
A. CSC-Approved 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 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. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			
KEY RESULT AREAS		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 or 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. 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 that promotes personal-social, academic, career development of the learners under the supervision of a School Counselor. 5. Assists in career guidance activities implementations and executes referral protocols for career counseling and other support services. 6. Contributes in equipping the school community with skills for prevention, identification, proper response and referral of learners' mental health. 7. Provides mental health and psychosocial support services (MHPSS), such as but not limited to psychological and mental health first aid.	



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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	- 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, organizations for necessary intervention and aftercare support in coordination with the school counselor and relevant stakeholders. - 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	- 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. - 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. - Ensure widest dissemination of information, education and communication (IEC) materials in print and online forms for mental health promotion. - 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. - 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. - 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	- Ensures proper documentation, handling, and safekeeping of learner records for use in program development and delivery, follow-up and referral services. - Documents referred cases of bullying, abuse, or neglect, ensuring proper referral to child learner rights and protection committees or school counselors for counseling intervention. - 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. - 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. - 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	- 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. - 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. - Provides 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.