



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

June 30, 2026

DIVISION MEMORANDUM
No. 302, s. 2026

RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR SCHOOL COUNSELOR ASSOCIATE I

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby informs the field that the Recruitment, Selection, and Appointment (RSA) for the **SCHOOL COUNSELOR ASSOCIATE I** positions will now be open to all interested applicants.
2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied for) on or before **August 10, 2026, until 12:00nn ONLY**, to wit:

POSITION	DOCUMENTS
SCHOOL COUNSELOR ASSOCIATE I (19)	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 Form 212 (Personal Data Sheet) Revised 2026
	c. A photocopy of Civil Service Career Professional Eligibility or any second-level eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available, and GWA Certificate
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	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 for the last 3 rating periods covering one (1) year of performance before the assessment, 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 (Annex C), notarized by the authorized official;
	k. Other documents as maybe required by the HRMPSTB 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; and ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable.

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997

Qualification Standards:

POSITION	CRITERIA	Education
SCHOOL COUNSELOR ASSOCIATE I	Education	<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 courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting</i>
	Experience	None Required
	Training	None Required
	Eligibility	<i>Career Service Professional/Second Level Eligibility</i>

4. The RESA process shall be based on the guidelines outlined in DepEd Order No. 007, s. 2023, which can be browsed at deped.gov.ph

6. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points
	RELATED-TEACHING POSITIONS -TEACHING POSITIONS (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 Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BEI)	20
TOTAL	100

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
Perusal of Documents by the HRMPSPB	August 11-14, 2026
Orientation and Written Examination	August 13, 2026
Interview	August 14, 2026
Confirmation of Points	TBA

8. All qualified applicants, including Persons with Disabilities (PWD), indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance the assistance needed during the interview process.

9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.

10. For information, guidance, and compliance of those concerned.



for: *[Signature]*
MARGARITO A. CADAYONA, JR. PhD, CESO VI
 Schools Division Superintendent
 S.D. # 44 s. 2026