



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

February 07, 2026

DIVISION MEMORANDUM

No. 098, s. 2026

**CALL FOR SUBMISSION OF DOCUMENTS FOR CONVERSION AND
RECLASSIFICATION OF EXISTING GUIDANCE COUNSELOR AND GUIDANCE
COORDINATOR POSITIONS PURSUANT TO RA 12080**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All Teaching Personnel
Others Concerned

1. Pursuant to Republic Act No. 12080, s. 2024, otherwise known as the Basic Education Mental Health and Well-Being Promotion Act, this Office announces the submission of documents for conversion and reclassification of guidance counselor and guidance coordinator positions. Deadline for submission of documents is **February 12, 2026**.

2. All Interested incumbent Guidance Counselors and Coordinators shall submit the following pertinent documents listed below, properly labeled and arranged following the sequence in a **red folder**, to wit:

- 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
- c) Photocopy of valid and updated PRC License/ID
- d) Photocopy of Certificate of Eligibility/Rating, if available;
- 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 duly signed Service record or Certificate of Employment, Contract of Service, whichever is/are applicable
- g) Photocopy of the latest appointment.
- h) Photocopy of certificate/s of relevant training.
- i) Photocopy of the Performance Rating in the last rating period covering one (1) complete performance cycle in the current position; and
- j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
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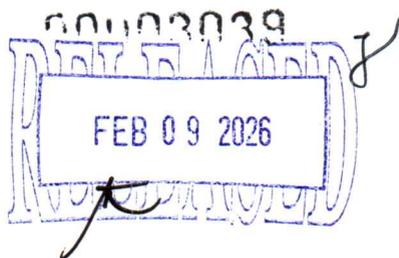
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submitted and Data Privacy Consent Form pursuant to RA No. 10173(Data Privacy Act of 2012).

NAME OF SCHOOL DISTRICT/CLUSTER
NAME OF APPLICANT (DELA CRUZ, JUAN A.) POSITION TITLE (GUIDANCE COUNSELOR II)
RECLASSIFICATION FOR SCHOOL COUNSELOR I POSITION (POSITION APPLYING FOR)

- The evaluation of the incumbents' qualifications and the determination of the appropriate position for which they are qualified shall be based on the proposed Qualification Standards (QS) (please see **Annex A: Proposed Qualification Standards for School Counselor and School Counselor Associate Positions**).
- Applicants who failed to submit complete mandatory documents on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item m) shall not warrant exclusion from the pool of official applicants.
- This Office promotes the Equal Employment Opportunity Principle (EEO). Qualified applicants are welcome to apply regardless of disability, sexual orientation, gender, age, civil status, religion, and ethnicity.
- For inquiries and clarifications, school heads may coordinate directly with the Administrative Services Unit through the official email: **hrmpsb.pampanga@depd.gov.ph** or contact us at **(045) 963 1074**.
- Strict compliance with this Memorandum is directed.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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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>