REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION III
SCHOOLS DIVISION OF PAMPANGA

VACANCY ANNOUNCEMENT:

226 SCHOOL COUNSELOR ASSOCIATE I POSITIONS

QUALIFICATION STANDARDS

SCHOOL COUNSELOR ASSOCIATE I / SG-11

A. CSC QUALIFICATION STANDARDS

EDUCATION	Bachelor's degree in Guidance and Counselling or Psychology; OR any Bachelor's Degree with at least 18 units in Guidance Counseling or Psychology; OR any related Bachelor's Degree with at least 18 units of Behavioral Science with 200 hours supervised practicum/internship experience
EXPERIENCE	None required
ELIGIBILITY	Career Service (Professional) Second Level Eligibility
TRAININGS	None required

DEADLINE OF SUBMISSION

AUGUST 27, 2026

8:00 A.M. – 5:00 P.M.

NO PHYSICAL / PRINTED APPLICATIONS SHALL BE RECEIVED BY THE RECORDS UNIT.

APPLY EXCLUSIVELY THROUGH THE AGAP SYSTEM!

AGAP PORTAL (APPLICANTS)

https://tinyurl.com/AGAP-Portal

AGAP USER MANUALS AND VIDEO TUTORIALS (APPLICANTS)

https://tinyurl.com/AGAP-Portal-Guide

Support. Guide. Empower.
Building brighter futures, one learner at a time.

Please LIKE, SHARE and FOLLOW our official page for more updates!

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

August 17, 2026

DIVISION MEMORANDUM
NO. 474, s. 2026

VACANCY ANNOUNCEMENT: TWO HUNDRED TWENTY-SIX (226)
SCHOOL COUNSELOR ASSOCIATE I POSITIONS

TO : SGOD and CID Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the recruitment, selection and hiring of School Counselor Associate I positions, this Division, to mention:

Activities	Date	Time	Website
a. Deadline of Submission	August 27, 2026	8:00 a.m. – 5:00 p.m.	**https://tinyurl.com/AGAP-Portal**
c. Online Interview, Examination and Open Ranking	TBA		

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
School Counselor Associate I / SG-11	
A. CSC Qualification Standards	
Education	Bachelor's degree in Guidance and Counselling or Psychology; OR any Bachelor's Degree with at least 18 units in Guidance Counseling or Psychology; OR any related Bachelor's Degree with at least 18 units of Behavioral Science with 200 hours supervised practicum/internship experience
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	None required

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. All applications shall be submitted exclusively through AGAP System (https://tinyurl.com/AGAP-Portal) hence, ***no physical/printed applications shall be received by the Records Unit.***

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (related teaching positions). The application should include the following documents to be uploaded to the AGAP Portal.

a) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable
b) Photocopy of updated PRC License and Certificate of Eligibility
c) 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
d) Photocopy of Certificate/s of Relevant Training/s, if applicable
e) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
f) Photocopy of latest appointment, if applicable
g) Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
h) 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
i) Other documents as may be required for comparative assessment, such as but not limited to:
   k.a) 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
   k.b) 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

7. Applicants who failed to submit complete mandatory documents (items 6.a to 6.h) 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 6.i) shall not warrant exclusion from the pool of official applicants.

8. Attached to this memorandum is the AGAP System Links and QR Codes and List of Schools with School Counselor Associate I Positions.

9. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

10. Immediate dissemination of this Memorandum is desired.

00018817
AUG 17 2026

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

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

Enclosure to Division Memorandum: (VACANCY ANNOUNCEMENT: TWO HUNDRED TWENTY-SIX (226) SCHOOL COUNSELOR ASSOCIATE I POSITIONS)

AGAP SYSTEM LINKS AND QR CODES

PORTAL	LINK	QR CODE
AGAP Portal (Applicants)	https://tinyurl.com/AGAP-Portal	
AGAP User Manuals and Video Tutorials (Applicants)	https://tinyurl.com/AGAP-Portal-Guide	

ELEMENTARY				
1	Apalit	105867	Balucuc ES	SSCA1-150721-2026
2	Apalit	105869	Cansinala Elementary School	SSCA1-150722-2026
3	Apalit	105870	Fausto Gonzales Sioco Memorial School	SSCA1-150723-2026
4	Apalit	105872	Jose Escaler Mem. ES	SSCA1-150724-2026
5	Apalit	105873	Macario Arnedo ES	SSCA1-150725-2026
6	Apalit	105875	Sampaga ES	SSCA1-150726-2026
7	Apalit	105876	SAMPALOC ELEMENTARY SCHOOL	SSCA1-150727-2026
8	Apalit	105877	San Vicente ES	SSCA1-150728-2026
9	Apalit	105878	Sto. Rosario ES	SSCA1-150729-2026
10	Apalit	105879	Sucad ES	SSCA1-150730-2026
11	Apalit	105880	Sulipan ES	SSCA1-150731-2026
12	Arayat East	105882	Camba ES	SSCA1-150732-2026
13	Arayat East	105891	San Juan Bano ES	SSCA1-150733-2026
14	Arayat East	105892	San Mateo ES	SSCA1-150734-2026
15	Arayat East	105893	San Nicolas ES	SSCA1-150735-2026
16	Arayat West	105897	Anderson ES	SSCA1-150736-2026
17	Arayat West	105898	Arayat CS	SSCA1-150737-2026
18	Arayat West	105899	Arenas ES	SSCA1-150738-2026
19	Arayat West	105901	Bitas ES	SSCA1-150739-2026
20	Arayat West	105902	Buensuceso ES	SSCA1-150740-2026
21	Arayat West	105903	Cacutud ES	SSCA1-150741-2026
22	Arayat West	105904	Gatiawin ES	SSCA1-150742-2026
23	Arayat West	105905	Lacmit ES	SSCA1-150743-2026
24	Bacolor North	105913	Cabalantian ES	SSCA1-150744-2026
25	Bacolor North	159504	Cabetican ES - Madapdap Resettlement	SSCA1-150745-2026
26	Bacolor North	159506	Eliseo Belen ES Annex	SSCA1-150746-2026
27	Bacolor South	159524	Don Antonio Lee Chi Uan IS	SSCA1-150747-2026
28	Bacolor South	105922	Parulug ES	SSCA1-150748-2026
29	Bacolor South	105924	San Antonio ES (Bulaon)	SSCA1-150749-2026
30	Bacolor South	105925	San Isidro ES	SSCA1-150750-2026
31	Candaba East	105929	Bahay Pare ES	SSCA1-150751-2026
32	Candaba East	105944	Pulong Palazan ES	SSCA1-150752-2026
33	Candaba North	105940	MAPANIQUI ELEMENTARY	SSCA1-150753-2026
34	Candaba West	105954	Candaba ES	SSCA1-150754-2026
35	Candaba West	105959	Paralaya ES	SSCA1-150755-2026
36	Candaba West	105960	Pasig ES	SSCA1-150756-2026
37	Floridablanca East	105966	FLORIDABLANCA ELEMENTARY SCHOOL	SSCA1-150757-2026
38	Floridablanca East	105969	Paguiruan ES	SSCA1-150758-2026
39	Floridablanca East	105973	San Pedro ES	SSCA1-150759-2026
40	Floridablanca East	105977	Valdez ES	SSCA1-150760-2026
41	Floridablanca West	105979	Basa Air Base CS	SSCA1-150761-2026
42	Floridablanca West	105981	Calantas ES	SSCA1-150762-2026
43	Floridablanca West	105987	Floridablanca New Sett. ES (Pabanlag)	SSCA1-150763-2026
44	Floridablanca West	105993	San Jose ES	SSCA1-150764-2026
45	Guagua East	105995	Bancal ES	SSCA1-150765-2026
46	Guagua East	105996	Betis Elementary School	SSCA1-150766-2026
47	Guagua East	105997	Guagua ES	SSCA1-150767-2026
48	Guagua East	106004	Sta. Ursula ES	SSCA1-150768-2026
49	Guagua West	106007	Magsaysay ES	SSCA1-150769-2026
50	Guagua West	106008	Maquiapo Elementary School	SSCA1-150770-2026
51	Guagua West	106010	Natividad ES	SSCA1-150771-2026
52	Guagua West	106012	Rizal ES	SSCA1-150772-2026
53	Guagua West	106017	San Vicente ES	SSCA1-150773-2026
54	Lubao East	106022	Graciano Paule ES	SSCA1-150774-2026
55	Lubao East	106023	Lubao Elementary	SSCA1-150775-2026
56	Lubao East	106050	Remedios Elementary School	SSCA1-150776-2026
57	Lubao East	106053	San Pablo 2nd ES	SSCA1-150777-2026
58	Lubao North	106021	Don Macario Bacani ES (Mercado ES)	SSCA1-150778-2026
59	Lubao North	106031	San Roque Dau ES	SSCA1-150779-2026
60	Lubao North	106032	San Vicente ES	SSCA1-150780-2026
61	Lubao North	106038	Sto. Domingo ES	SSCA1-150781-2026
62	Lubao West	106044	Baruya ES	SSCA1-150782-2026

63	Lubao West	106047	Lauc Pao Elementary School	SSCA1-150783-2026
64	Lubao West	106048	Prado Saba ES	SSCA1-150784-2026
65	Lubao West	106049	Prado Siongco ES	SSCA1-150785-2026
66	Lubao West	106057	Santiago ES	SSCA1-150786-2026
67	Lubao West	106058	Sta. Cruz CS	SSCA1-150787-2026
68	Macabebe East	106090	Batasan ES	SSCA1-150788-2026
69	Macabebe East	106091	Caduang Tete ES	SSCA1-150789-2026
70	Macabebe East	106093	Macabebe Elementary School	SSCA1-150790-2026
71	Macabebe West	106108	San Esteban ES	SSCA1-150791-2026
72	Macabebe West	106114	Sta. Maria CS	SSCA1-150792-2026
73	Magalang North	159546	San Isidro Resettlement ES	SSCA1-150793-2026
74	Magalang North	106131	San Miguel ES	SSCA1-150794-2026
75	Magalang North	106140	Sto. Rosario ES	SSCA1-150795-2026
76	Magalang South	106120	Camias Elementary School	SSCA1-150796-2026
77	Magalang South	106123	Magalang CS	SSCA1-150797-2026
78	Magalang South	106130	San Jose ES	SSCA1-150798-2026
79	Masantol North	106152	Masantol ES	SSCA1-150799-2026
80	Masantol North	106160	Sta. Lucia ES	SSCA1-150800-2026
81	Masantol South	106146	Bebe Anac ES	SSCA1-150801-2026
82	Mexico North	106172	Malino ES	SSCA1-150802-2026
83	Mexico North	106176	San Patricio ES	SSCA1-150803-2026
84	Mexico North	106179	Sto. Rosario ES	SSCA1-150804-2026
85	Mexico South	106187	Mexico CS	SSCA1-150805-2026
86	Mexico South	106190	Sabanilla ES	SSCA1-150806-2026
87	Mexico South	106191	San Antonio ES	SSCA1-150807-2026
88	Mexico West	106163	Anao ES	SSCA1-150808-2026
89	Mexico West	106188	Pandacaqui ES	SSCA1-150809-2026
90	Mexico West	106189	Pandacaqui Resettlement Elementary School	SSCA1-150810-2026
91	Mexico West	106175	San Juan ES	SSCA1-150811-2026
92	Mexico West	106196	Sapang Maisac ES	SSCA1-150812-2026
93	Minalin	106202	Lourdes ES	SSCA1-150813-2026
94	Minalin	106204	Minalin ES	SSCA1-150814-2026
95	Minalin	106206	San Isidro ES	SSCA1-150815-2026
96	Minalin	106209	Sta. Maria Elementary School	SSCA1-150816-2026
97	Minalin	106211	Sto. Domingo ES	SSCA1-150817-2026
98	Porac East	106213	Babo Sacan ES	SSCA1-150818-2026
99	Porac East	159520	Balik Barangay (Manibaug Pasig) ES	SSCA1-150819-2026
100	Porac East	106215	Calzadang Bayu ES	SSCA1-150820-2026
101	Porac East	106217	Dolores ES	SSCA1-150821-2026
102	Porac East	102292	Francisco Henson Elementary School	SSCA1-150822-2026
103	Porac East	106221	Manibaug Libutad ES	SSCA1-150823-2026
104	Porac East	106222	Manibaug Paralaya ES	SSCA1-150824-2026
105	Porac East	106230	Porac ES	SSCA1-150825-2026
106	Porac West	159538	Mancantian ES (Balik Barangay)	SSCA1-150826-2026
107	Porac West	106220	Mancatian ES	SSCA1-150827-2026
108	Porac West	106224	Mitla ES	SSCA1-150828-2026
109	Porac West	106227	Pias ES	SSCA1-150829-2026
110	Porac West	106228	Pio ES	SSCA1-150830-2026
111	Porac West	106229	Planas Elementary School	SSCA1-150831-2026
112	Porac West	106231	Pulung Santol Elementary School	SSCA1-150832-2026
113	Porac West	106234	Sepung Bulaun ES	SSCA1-150833-2026
114	San Luis	106240	San Carlos ES	SSCA1-150834-2026
115	San Luis	106241	San Isidro ES	SSCA1-150835-2026
116	San Luis	106244	San Juan ES	SSCA1-150836-2026
117	San Luis	106245	San Luis CS	SSCA1-150837-2026
118	San Luis	106247	San Roque ES	SSCA1-150838-2026
119	San Simon	106255	Dela Paz ES	SSCA1-150839-2026
120	San Simon	106261	San Pablo ES	SSCA1-150840-2026
121	San Simon	106262	San Pedro ES	SSCA1-150841-2026
122	San Simon	106263	San Simon Elementary School	SSCA1-150842-2026
123	San Simon	106265	Sta. Monica ES	SSCA1-150843-2026
124	Sasmuan	106272	Sasmuan CS	SSCA1-150844-2026
125	Sasmuan	106275	Sto. Tomas ES	SSCA1-150845-2026
126	Sta. Ana	106277	San Isidro ES	SSCA1-150846-2026

127	Sta. Ana	106280	San Nicolas Elementary School	SSCA1-150847-2026
128	Sta. Ana	106281	San Pablo ES	SSCA1-150848-2026
129	Sta. Ana	106283	Santiago ES	SSCA1-150849-2026
130	Sta. Ana	106284	Sta. Ana Elementary	SSCA1-150850-2026
131	Sta. Ana	106285	Sta. Lucia ES	SSCA1-150851-2026
132	Sta. Ana	106286	Sta. Maria ES	SSCA1-150852-2026
133	Sta. Rita	106288	Becuran ES	SSCA1-150853-2026
134	Sta. Rita	106289	Diladila ES	SSCA1-150854-2026
135	Sta. Rita	106291	San Basilio ES	SSCA1-150855-2026
136	Sta. Rita	106295	Sta. Rita CS	SSCA1-150856-2026
137	Sta. Rita	106296	V. De Castro ES	SSCA1-150857-2026
138	Sto. Tomas	106300	San Matias ES	SSCA1-150858-2026
139	Sto. Tomas	106301	San Vicente ES	SSCA1-150859-2026
			SENIOR HIGH SCHOOL	
140	Apalit	345530	SHS in Apalit, Pampanga	SSCA1-150860-2026
141	Apalit	345531	SHS in Magalang, Pampanga	SSCA1-150861-2026
142	Sto. Tomas	306388	Emigdio A. Bondoc Senior High School	SSCA1-150862-2026
			JUNIOR HIGH SCHOOL	
143	Apalit	306915	Apalit HS	SCCA1-150720-2026
144	Apalit	300877	Balucuc High School	SCCA1-150719-2026
145	Apalit	306903	Bro. Andrew Gonzalez Tech.HS	SCCA1-150718-2026
146	Apalit	300885	Cansinala NHS	SCCA1-150717-2026
147	Apalit	306919	Sampaga High School	SCCA1-150864-2026
148	Apalit	305739	Sto. Rosario National High School	SCCA1-150866-2026
149	Apalit	306936	Sucad National High School	SCCA1-150868-2026
150	Arayat East	300884	Camba NHS	SCCA1-150716-2026
151	Arayat East	305740	San Juan Baño High School	SCCA1-150870-2026
152	Arayat West	300873	Arayat National High School	SCCA1-150715-2026
153	Arayat West	306921	Gatiawin HS	SCCA1-150871-2026
154	Bacolor North	306925	Don Antonio Lee Chi Uan IS	SCCA1-150873-2026
155	Bacolor North	301065	Potrero NHS	SCCA1-150714-2026
156	Bacolor North	306901	San Vicente Pilot School for Philippine Craftsm	SCCA1-150713-2026
157	Bacolor North	300943	Tinajero NHS - Sta. Lucia HS Annex	SCCA1-150712-2026
158	Bacolor South	502660	Bacolor Integrated School - (Town Proper)	SCCA1-150875-2026
159	Bacolor South	502827	Tinajero Integrated School	SCCA1-150876-2026
160	Candaba East	300874	Bahay Pare NHS	SCCA1-150711-2026
161	Candaba East	306955	Mangga High School	SCCA1-150877-2026
162	Candaba East	300899	Mapaniqui NHS	SCCA1-150878-2026
163	Candaba East	300913	Salapungan NHS	SCCA1-150710-2026
164	Candaba East	300914	Salapungan NHS - Annex Mandili	SCCA1-150879-2026
165	Candaba East	300940	Talang NHS	SCCA1-150709-2026
166	Candaba West	306932	Paralaya HS	SCCA1-150883-2026
167	Candaba West	300906	Pasig NHS	SCCA1-150708-2026
168	Floridablanca East	300904	Pagyuruan NHS	SCCA1-150707-2026
169	Floridablanca West	300879	Basa Air Base National High School	SCCA1-150706-2026
170	Floridablanca West	300893	DIOSDADO MACAPAGAL MEMORIAL HIGH SC	SCCA1-150705-2026
171	Floridablanca West	501827	Nabuclod Integrated School	SCCA1-150885-2026
172	Floridablanca West	300920	San Jose High School	SCCA1-150887-2026
173	Guagua East	300882	Betis NHS	SCCA1-150704-2026
174	Guagua East	300891	Guillermo D. Mendoza NHS	SCCA1-150703-2026
175	Guagua West	300902	Natividad NHS	SCCA1-150702-2026
176	Guagua West	300903	Pulungmasle NHS (Natividad NHS - PulungMas	SCCA1-150701-2026
177	Guagua West	502689	San Antonio Integrated School	SCCA1-150889-2026
178	Lubao East	300886	Del Carmen National High School	SCCA1-150891-2026
179	Lubao East	300928	San Roque Dau NHS	SCCA1-150700-2026
180	Lubao East	300929	San Vicente NHS, Lubao	SCCA1-150699-2026
181	Lubao North	502828	Rizal Con. Integrated School	SCCA1-150890-2026
182	Lubao West	300894	Lubao NHS (Lubao Vocational School)	SCCA1-150698-2026
183	Lubao West	300912	Remedios NHS	SCCA1-150697-2026
184	Lubao West	300925	San Pablo 2nd National High School	SCCA1-150696-2026
185	Lubao West	306912	Sta. Cruz High School	SCCA1-150695-2026
186	Macabebe East	306920	Macabebe High School	SCCA1-150892-2026
187	Macabebe East	300930	San Vicente-San Francisco NHS	SCCA1-150574-2026
188	Macabebe East	300941	Telacsan NHS	SCCA1-150863-2026

189	Macabebe West	300934	Sta. Maria NHS, Macabebe	SCCA1-150573-2026
190	Magalang North	300875	Balitucan National High School	SCCA1-150572-2026
191	Magalang North	300888	Dolores NHS, Magalang	SCCA1-150571-2026
192	Magalang North	300942	Tinajero National High School - Main	SCCA1-150570-2026
193	Magalang South	306938	AYALA HIGH SCHOOL	SCCA1-150865-2026
194	Magalang South	306950	Rodolfo V. Feliciano Memorial High School	SCCA1-150867-2026
195	Magalang South	502825	Turu Integrated School	SCCA1-150869-2026
196	Masantol North	300933	Masantol HS (Sta. Lucia NHS, Masantol)	SCCA1-150569-2026
197	Masantol North	306906	Tarik Suliman High School	SCCA1-150872-2026
198	Mexico North	306924	Gerry Rodriguez HS	SCCA1-150874-2026
199	Mexico North	300896	Malino NHS	SCCA1-150568-2026
200	Mexico North	300901	Mexico National High School	SCCA1-150567-2026
201	Mexico North	300872	Nicanor David Vergara HS (Anao NHS)	SCCA1-150566-2026
202	Mexico South	306908	Diosdado Macapagal HS	SCCA1-150565-2026
203	Mexico South	300905	Don Jesus Gonzales High School	SCCA1-150564-2026
204	Minalin	306939	BULAC HIGH SCHOOL	SCCA1-150880-2026
205	Minalin	300935	Sta. Maria NHS, Minalin	SCCA1-150563-2026
206	Minalin	300936	Sto. Rosario NHS	SCCA1-150562-2026
207	Porac East	300911	Eastern Porac National High School	SCCA1-150561-2026
208	Porac West	306933	Planas High School	SCCA1-150881-2026
209	Porac West	300907	Porac Model Comm. HS (Resettlement School)	SCCA1-150560-2026
210	Porac West	300910	Porac National High School	SCCA1-150559-2026
211	San Luis	306902	San isidro National High School (San Jose Integ	SCCA1-150882-2026
212	San Luis	300918	San Isidro NHS (San Luis)	SCCA1-150558-2026
213	San Luis	300923	San Carlos San Luis HS	SCCA1-150557-2026
214	San Luis	300922	San Juan-San Luis NHS	SCCA1-150884-2026
215	San Luis	306944	San Luis NHS	SCCA1-150886-2026
216	San Simon	500026	CONCEPCION INTEGRATED SCHOOL	SCCA1-150888-2026
217	San Simon	300887	Dela Paz Libutad NHS	SCCA1-150556-2026
218	San Simon	300926	San Pedro NHS	SCCA1-150555-2026
219	San Simon	306918	San Simon High School	SCCA1-150893-2026
220	Sasmuan	300937	Sto. Tomas NHS, Sasmuan	SCCA1-150554-2026
221	Sta. Ana	306078	Sta. Ana Central High School	SCCA1-150894-2026
222	Sta. Ana	300932	Sta. Ana NHS	SCCA1-150553-2026
223	Sta. Ana	306945	Telesforo Natividad NHS	SCCA1-150895-2026
224	Sta. Rita	300881	San Basilio HS (Becuran NHS Annex)	SCCA1-150896-2026
225	Sto. Tomas	300924	San Matias NHS	SCCA1-150552-2026
226	Sto. Tomas	300938	Sto. Tomas NHS, Sto. Tomas	SCCA1-150897-2026

Department of Education	**JOB DESCRIPTION**	JD No. _____	Revision Code: 00
Position Title	School Counselor Associate I	**Salary Grade**	11
Parenthetical 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	8. 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. 9. 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 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. 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	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. 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.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	3. 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.

Certified by the Agency HRMO:

Albert Jerome C. Andres
Chief Administrative Officer (HRMO V)
Concurrent Officer-in-Charge
Office of the Director III, BHROD