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

October 27, 2026

DIVISION MEMORANDUM
No. 641 , s. 2026

NATIONWIDE ONBOARDING OF NEWLY DEPLOYED SCHOOL COUNSELOR ASSOCIATE I (SCA I) PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Memorandum OM-OUHRODI-2026-4041 re: Nationwide Onboarding of Newly Appointed School Counselor Associate I (SCA I) Personnel on October 27-28, 2026, this Office informs all newly deployed School Counselor Associate I of SDO Pampanga to attend the said activity on October 27-28, 2026, 9:00am-4:00pm via Facebook live.

2. All newly deployed School Counselor Associates must register through this link: https://tinyurl.com/Orientation-SCA1.

3. Enclosed is the Memorandum OM-OUHRODI-2026-4041 for reference and guidance.

4. Immediate and wide dissemination of this Memorandum is desired.

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent

Encl.: As stated
hrds/10.27.2026

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RELEASED
OCT 27 2026

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND ORGANIZATION, AND INFRASTRUCTURE

MEMORANDUM
OM-OUHRODI-2026- 4091

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

ATTENTION : **NEWLY DEPLOYED SCHOOL COUNSELOR ASSOCIATES I PERSONNEL**

FROM : **FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

SUBJECT : **NATIONWIDE ONBOARDING OF NEWLY DEPLOYED SCHOOL COUNSELOR ASSOCIATE I (SCA I) PERSONNEL ON OCTOBER 27–28, 2026**

DATE : October 19, 2026

Pursuant to Republic Act No. 12080, otherwise known as the *Basic Education Mental Health and Well-Being Promotion Act*, the Department of Education (DepEd) continues to strengthen school-based mental health and well-being services through the deployment of School Counselors and School Counselor Associates (SCAs) in public basic education institutions.

In this regard, the Bureau of Human Resource and Organizational Development (BHROD), in coordination with the Bureau of Learner Support Services (BLSS) and the National Educators Academy of the Philippines (NEAP), shall conduct the **Nationwide Onboarding of Newly Deployed School Counselor Associate I (SCA I) Personnel on October 27–28, 2026, 9:00am-4:00pm** via Facebook live.

The activity aims to provide newly deployed SCA I personnel with a common understanding of their duties, responsibilities, accountabilities, reporting relationships, and expected outputs. It shall also orient them on DepEd's organizational structure, personnel policies, professional and ethical standards, and the programs and processes relevant to their assigned functions for the effective delivery of school-based mental health and well-being services.

The two-day activity shall cover the following major components:

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600

Day 1 – HR-Related Matters and Induction Program
The first day, to be led by the BHROD, shall focus on DepEd's Vision, Mission, and Core Values; organizational and school structures; code of conduct and personnel records such as work hours, attendance, leave policies, and other personnel-related matters; compensation and benefits; Results-Based Performance Management (RPMS); and promotion and reclassification.

Day 2 – Job-Specific Orientation
The second day, to be led by BLSS and NEAP, shall focus on the job description, work expectations, specific functions and responsibilities, professional and ethical standards of the SCA I, as well as applicable Mental Health and Well-Being Framework. This includes the discussion of the Care Center Unit in every school, and roles and responsibilities of its personnel.

The orientation shall emphasize the importance of clarifying the scope of the SCA I position and ensuring that the assigned duties are consistent with the approved position description and applicable guidelines. It shall likewise highlight the importance of coordination with School Counselors, School Heads, teachers, parents, and other relevant stakeholders in providing learner support and facilitating appropriate referrals.

The activity shall serve as the initial stage of the onboarding process. Consistent with BHROD's onboarding policy, the succeeding six-month onboarding period shall be emphasized to support the continuing integration of newly deployed personnel into their respective work environments. The development and standardization of orientation materials, modules, tools, and guidelines shall also support future onboarding activities at the regional and schools division levels.

In this connection, concerned BHROD divisions, BLSS, and NEAP are requested to coordinate in the preparation and delivery of their respective sessions, including the necessary presentations, learning materials, and other resources. Newly deployed SCA I personnel are enjoined to participate actively in the activity.
The registration link for the orientation is provided below. Registration shall be open until October 26, 2026.

Registration Link: https://tinyurl.com/Orientation-SCA1

Please be guided accordingly.

Annex A. INDICATIVE PROGRAM DESIGN

ACTIVITY / TOPIC	RESOURCE PERSON
DAY 1	
Registration	https://tinyurl.com/Orientation-SCA1 
Preliminaries • National Anthem ◦ Opening Prayer / Doxology	Audio-Visual Presentation
Opening Remarks	Undersecretary for Human Resource and Organizational Development and Infrastructure
I. HR-Related Matters (BHROD)	
AM Session (09:00 AM)	
House Rules • Do's and Don'ts during the Orientation • Question and Answer Parking Form	• Host
Program Overview • Rationale of the Induction Program (i.e. RA 12080) • Overview of the Orientation and Onboarding Process (Day 1 and 2)	• Dir. Albert Jerome Andres
DepEd as an Organization • DepEd Vision, Mission, and Core Values ◦ DepEd Organizational Structure and Governance Levels (including RO and SDO structures)	• BHROD-OED
School Organizational Structure	• BHROD-SED
Open Forum	
PM Session	

Code of Conduct and Personnel Records • Attire, Flag Ceremony, Travel *(Ms. Michelle Ann Cruz presentation)* • Work Hours, Overtime, Attendance, Leaves, Forms, and Documents	• BHROD-PD
Overview of Compensation and Benefits	• BHROD-PD/BHROD-EWD
Results-Based Performance Management (i.e. LINANG)	• BHROD-HRDD
Promotion and Reclassification	• BHROD-HRDD
Open Forum	
DAY 2	
II. Job-Specific Orientation (BLSS and NEAP)	
Preliminaries	AVPs
Opening Remarks	Usec. Garma
• Overview of the SCA I Job Description	BHROD-OED
• Overview of the Learner Support Framework and School-Based Mental Health Program	Dr. Miguel Angelo S. Mantaring Director IV, BLSS
• Overview of the Mental Health and Guidance and Counseling Program and Services: ○ School-Based Mental Health Program ○ Guidance Services	BLSS-LWO
• Overview of the School Guidance and Counseling Forms and Documents	BLSS-LWO
• Specific deliverable of Care Center as a Unit	BLSS-LWO
• Roles and Responsibilities of Care Center Personnel (SCA, SC, GD)	BLSS-LWO
• Overview on the Development of Project Proposal, Budget Estimates and Familiarization of Administrative Documents for School Counselor Associates	BLSS-LWO
Open Forum	

Annex B. EXPECTED PARTICIPANTS BASED ON AGAP REGIONAL BREAKDOWN

Region	Created Items	SCA I Appointees
Region I	437	314
Region II	302	299
Region III	1,332	634
Region IV-A	1,469	870
Region IV-B	325	183
Region V	711	377
Region VI	419	192
Region VII	745	125
Region VIII	436	221
Region IX	419	355
Region X	582	396
Region XI	561	396
Region XII	501	357
CAR	127	120
NCR	721	336
NIR	586	89
CARAGA	327	179
TOTAL	**10,000**	**5,443**