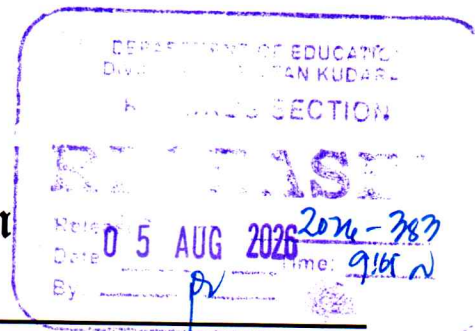




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



August 05, 2026

DIVISION MEMORANDUM
OSDS-PS No. **152**, s. 2026

Nº .

ANNOUNCEMENT OF VACANT RELATED-TEACHING POSITIONS AS OF JULY 2026

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors / Principals In-charge
Elementary and Secondary School Heads
All Interested Applicants
This Division

1. This is to announce to the field the existence of the following vacant related-teaching positions as of **July 2026**:

No.	Position Title	Salary Grade	Monthly Salary	Plantilla Item No.	Incumbent	District/School Assignment
1	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840184-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
2	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840185-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
3	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840186-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
4	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840187-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
5	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840188-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
6	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840189-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
7	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840190-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: skdivision.org
Email: depedsk.r12@deped.gov.ph



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8	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840191-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
9	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840192-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
10	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840193-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
11	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840194-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
12	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840195-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
13	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840196-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
14	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840197-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
15	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840198-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
16	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840199-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
17	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840200-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
18	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840201-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
19	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840202-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
20	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840203-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT



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21	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840204-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
22	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840205-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
23	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840206-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
24	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840207-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
25	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840208-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
26	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840209-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
27	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840210-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
28	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840211-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
29	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840212-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
30	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840213-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
31	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840214-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
32	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840215-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
33	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840216-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT



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34	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840217-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
35	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840218-2026	NEW ITEM	ELEMENTARY- SDO SULTAN KUDARAT
36	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840219-2026	NEW ITEM	BAGUMBAYAN NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
37	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840220-2026	NEW ITEM	BAI SARIPINANG NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
38	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840221-2026	NEW ITEM	BUSOK NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
39	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840223-2026	NEW ITEM	BAGUMBAYAN NATIONAL HIGH SCHOOL-BIWANG ANNEX-SDO SULTAN KUDARAT
40	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840222-2026	NEW ITEM	COLUMBIO NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
41	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840224-2026	NEW ITEM	MAYO INTEGRATED SCHOOL-SDO SULTAN KUDARAT
42	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840225-2026	NEW ITEM	TELAFAS NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
43	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840226-2026	NEW ITEM	ESPERANZA NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
44	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840227-2026	NEW ITEM	MALOK INTEGRATED SCHOOL-SDO SULTAN KUDARAT
45	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840228-2026	NEW ITEM	NEW PANAY NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT



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46	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840229-2026	NEW ITEM	MARAWIR INTEGRATED SCHOOL-SDO SULTAN KUDARAT
47	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840230-2026	NEW ITEM	ISULAN NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
48	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840231-2026	NEW ITEM	BAMBAD NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
49	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840232-2026	NEW ITEM	LAGUILAYAN NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
50	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840233-2026	NEW ITEM	KALAMANSIG NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
51	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840234-2026	NEW ITEM	STA. CLARA NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
52	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840235-2026	NEW ITEM	MIDTUNGOK INTEGRATED SCHOOL-SDO SULTAN KUDARAT
53	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840236-2026	NEW ITEM	SENATOR NINOY AQUINO NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
54	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840237-2026	NEW ITEM	LANGGAL NATIONAL HIGH SCHOOL-GAPOK ANNEX-SDO SULTAN KUDARAT
55	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840238-2026	NEW ITEM	LAMBAYONG NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
56	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840239-2026	NEW ITEM	SIGAYAN INTEGRATED SCHOOL-SDO SULTAN KUDARAT
57	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840240-2026	NEW ITEM	KAPINGKONG NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
58	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840241-2026	NEW ITEM	MALIGAYA NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT



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59	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840242-2026	NEW ITEM	MAMALI NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
60	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840243-2026	NEW ITEM	PIMBALAYAN NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
61	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840244-2026	NEW ITEM	ZENE BEN INTEGRATED SCHOOL-SDO SULTAN KUDARAT
62	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840245-2026	NEW ITEM	KEYTODAC NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
63	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840246-2026	NEW ITEM	E. ARCAÑO MEMORIAL NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
64	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840247-2026	NEW ITEM	NULING INTEGRATED SCHOOL-SDO SULTAN KUDARAT
65	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840248-2026	NEW ITEM	PURIKAY NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
66	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840249-2026	NEW ITEM	TAPUDI INTEGRATED SCHOOL-SDO SULTAN KUDARAT
67	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840250-2026	NEW ITEM	GESTOSANI MEMORIAL INTEGRATED SCHOOL-SDO SULTAN KUDARAT
68	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840251-2026	NEW ITEM	LEBAK LEGISLATED NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
69	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840252-2026	NEW ITEM	PAKIL INTEGRATED SCHOOL-SDO SULTAN KUDARAT
70	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840253-2026	NEW ITEM	LUTAYAN NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
71	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840254-2026	NEW ITEM	PALAVILLA INTEGRATED SCHOOL-SDO SULTAN KUDARAT



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72	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840255-2026	NEW ITEM	SISIMAN INTEGRATED SCHOOL-SDO SULTAN KUDARAT
73	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840256-2026	NEW ITEM	BALUAN NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
74	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840257-2026	NEW ITEM	LANGALI INTEGRATED SCHOOL-SDO SULTAN KUDARAT
75	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840258-2026	NEW ITEM	PALIMBANG NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
76	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840259-2026	NEW ITEM	MILBUK NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
77	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840260-2026	NEW ITEM	TAGADTAL INTEGRATED SCHOOL-SDO SULTAN KUDARAT
78	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840261-2026	NEW ITEM	KALANAWA II NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT
79	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840262-2026	NEW ITEM	PRESIDENT QUIRINO NATIONAL HIGH SCHOOL-C. MANGILALA HIGH SCHOOL-SDO SULTAN KUDARAT
80	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840263-2026	NEW ITEM	ESTRELLA INTEGRATED SCHOOL-SDO SULTAN KUDARAT
81	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840264-2026	NEW ITEM	PRESIDENT QUIRINO NATIONAL HIGH SCHOOL-SDO SULTAN KUDARAT

2. Attached are the CSC Prescribed Qualification Standards, General Duties and Responsibilities, and Checklist of Requirements.

3. Preferences will be given to interested applicants who possess courses related to the position being applied for and residing in the barangay or nearby barangays where the vacancy exists.

4. Pursuant to CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME – HRM) which requires the



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institutionalization of the **Equal Opportunity Principle** (EOP) in all areas of human resource, all interested and qualified applicants to the positions regardless of age, sex, gender, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability who meet the basic Qualification Standard must have their documents received by the Records Section and shall submit requirements to the **Personnel Section** on or before **August 17, 2026**:

5. The following are the documentary requirements to be submitted by the applicants using a **blue folder** following this sequence and with **tabbing**:

- A. Application letter specifying the position being applied for addressed to:
MEILROSE B. PERALTA, EdD, CESO VI
Assistant Schools Division Superintendent
- B. Duly Accomplished Personal Data Sheet (CS Form 212) duly notarized with Work Experience Sheet, if applicable;
- C. Photocopy of Voter's ID and/or Barangay Certificate
- D. Photocopy of valid and updated PRC License/ID, if applicable;
- E. Photocopy of Certificate of Board Rating/Certificate of Eligibility/Report of Rating, if applicable
- F. Photocopy of Scholastic/Academic Record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available) & Certificate of General Weighted Average (GWA) or its equivalent;
- G. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- H. Photocopy of latest appointment, if applicable;
- I. Photocopy of certificate/s of relevant specialized trainings or professional development programs;
- J. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position to the deadline of submission, if applicable;
- K. 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), using the attached form (Annex C), sworn before any public officer authorized to administer oath pursuant to Book 1, Chapter 10, Section 414 of EO 292, as amended by RA No. 6733 and as further amended by RA 10755; and
- L. 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 the date of last issuance of appointment; and
 - 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.
- M. Neuro-Psychiatric Examination Result

6. Individuals who failed to submit complete mandatory documents (Items a to l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documents/requirements or those that may be required by the HRMPSB (Item m) shall not warrant exclusion from the pool of official applicants.

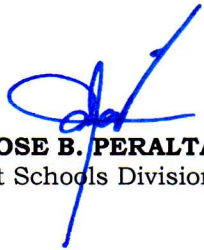


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7. All applicants are required to register through the AGAP Portal <https://tinyurl.com/AGAP-Portal>. Applicants must provide the necessary information in accordance with the documentary requirements in Section 5.
8. **DepEd Order No. 007, s. 2023, DepEd Order No. 21, s. 2024, and DepEd Order No. 19, s. 2026** shall be the basis in the evaluation of documents and computation of points for the presented vacant positions.
9. The schedule of the written examination and interview will be announced later.
10. For widest dissemination of this Memorandum is desired.


MEILROSE B. PERALTA EdD, CESO VI
Assistant Schools Division Superintendent 

Enclosure: as stated
Reference: as stated

To be indicated in the Perpetual Index under the following subjects

APPLICANT

REQUIREMENTS

VACANT POSITION

HBA/OSDS-PS/DM- ANNOUNCEMENT OF VACANT RELATED-TEACHING POSITION AS OF JULY 2026/ August 05, 2026



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Enclosure 1 to **Nº 152** DM OSDS-PS No. **152** s. 2026

CSC PRESCRIBED QUALIFICATION STANDARDS

Position Title (Parenthetical Title if applicable)	Qualification Standards			
	Education	Training	Experience	Eligibility
School Counselor Associate 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	None required	None required	Career Service Professional/ Second Level Eligibility



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GENERAL DUTIES AND RESPONSIBILITIES

SCHOOL COUNSELOR ASSOCIATE I	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
INDIVIDUAL INVENTORY AND ASSESSMENT	a) Maintains a dynamic, individualized learner inventory tracking academic progress, career aspirations, and personal-social development to create a holistic profile for each learner. b) Collects and assesses individual learner data to support the efficient delivery of mental health, guidance, and counseling services. c) Validates the identified learners with personal-social, academic, and career concerns, and plans appropriate inclusive interventions. d) Establishes systems for the conduct of individual inventory and assessment of learners to ensure efficient delivery of mental health and guidance & counseling services. e) Plans, prepares, and implements assessment services and programs to identify their personal-social, academic, career, and mental health needs and concerns. f) Conducts and manages the administration of standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards as part of assessment services and generate analysis to understand learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being.
SCHOOL COUNSELING SERVICE AND DELIVERY	a) Leads in 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. b) Manages and maintains the operations of the school Care Center to ensure the effective delivery of mental health, well-being, and guidance and counseling services. c) Conducts individual and group counseling, as well as other appropriate interventions, to address various learners' development needs, including not limited to mental health and well-being. d) Provides consultation services by means of sharing strategies supporting the personal, social, academic, and career development of learners with the school stakeholders. e) Ensures the efficient implementation of referral systems to address the mental health needs of learners, teaching and non-teaching personnel, as well as other stakeholders. f) Conducts group guidance activities that promote personal-social, academic, and career development of the learners. g) Develops and manages a comprehensive and evidence-based school guidance and counseling services tailored to the personal-social, academic, and career needs of the learners.
INFORMATION SERVICE AND CAPACITY BUILDING	a) Provides learners with relevant and accurate information to help them make informed decisions about their personal-social, academic and career lives through orientation and capacity building. b) Strengthens and ensures the implementation of information and advocacy activities on academic and career opportunities, including



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	scholarships, to support learners in exploring and pursuing their chosen career pathways. c) Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services d) Conducts mental health activities to learners as well as supports and/or provides technical assistance to the School Head in implementing SDO-initiated mental health initiatives for teachers and other school-based personnel. This includes, but is not limited to, developing and executing mental health awareness campaigns, organizing and facilitating mental health symposiums, and establishing and managing referral protocols. e) Leads in the conduct of career guidance advocacies and services orientation, symposia, expos, institutional visits, and other related activities. such as career f) Supports the conduct of information and advocacy activities on Anti-Bullying campaigns, Online Sexual Abuse and Exploitation of Children (OSAEC), and Safe Space Act. And other related topics on learner rights, protection, and well-being. g) Supervises the capacity building and organization of peer facilitators to implement support and mentoring programs within the school.
DOCUMENTATION, REPORTING, AND RESEARCH	a) Records detailed and accurate counseling notes, ensuring confidentiality and consistency in tracking learners' progress for reference. b) Provides summary reports on the number of cases related to personal-social, academic, and career concerns. c) Proposes the enhancement of the school-based mental health services on data gathered; d) Reports to the School Head and Schools Division Counselor the cases handled. e) Leads the conduct of research on learners' needs, mental health and well-being, counseling interventions, career development, and service delivery to assess the effectiveness of implemented strategies and programs, aligned with the research agenda of the MHWO and the needs of the school.
COMMUNITY ENGAGEMENT	a) Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, mental health and well-being. b) Collaborates with teachers, parents, and other relevant stakeholders in creating, developing and implementing initiatives that promote learners' overall well-being. c) Leads in the identification, coordination, implementation and establishment of sustained partnerships within and outside school community with relevant stakeholders in the promotion and delivery of mental health education and related services.

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
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 Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) & Work Experience Sheet, if applicable			
C	Photocopy of Voter's ID and/or Barangay Certificate			
D	Photocopy of valid and updated PRC License/ID			
E	Photocopy of Certificate of Board Rating/Certificate of Eligibility/Report of Rating, if applicable			
F	Photocopy of Scholastic/Academic Record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
G	Photocopy of Certificate of General Weighted Average (GWA) or its equivalent			
H	Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable, showing the duration of employment			
I	Photocopy of latest appointment (for those applying for promotion)			
J	Photocopy of certificate/s of relevant specialized trainings or professional development programs			
K	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
L	Checklist of Requirements, CAV, Data Privacy Consent Form (Annex C)			
M	Other documents as may be required for comparative assessment:			
	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			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (j) is not relevant to the position to be filled			
N	Neuro-Psychiatric Examination Result			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath