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

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
RELEASED
Release Number 2026-553
Date 05 OCT 2027 Time 4:20
By

October 5, 2026

DIVISION MEMORANDUM
OSDS-PS No. 209 s. 2026

ANNOUNCEMENT OF VACANT RELATED-TEACHING POSITIONS AS OF OCTOBER 2026

To: OIC-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 Office announces the following vacant related-teaching positions as of **October 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-SCCA1-840185-2026	NEW ITEM	Daguma Elementary School–Bagumbayan I
2	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840186-2026	NEW ITEM	Kapaya Elementary School–Bagumbayan I
3	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840187-2026	NEW ITEM	Bai Saripinang Elementary School–Bagumbayan II
4	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840201-2026	NEW ITEM	Sta. Clara Central School–Kalamansig II
5	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840202-2026	NEW ITEM	Datu Gas Tubo Elementary School–Kulaman I (Sen. N. Aquino)
6	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840203-2026	NEW ITEM	Kulaman Central Elementary School–Kulaman I (Sen. N. Aquino)
7	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840205-2026	NEW ITEM	Pimbalayan Elementary School–Lambayong III

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8	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840208-2026	NEW ITEM	Ampad-Guiabar Memorial Elementary School–Lebak West
9	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840209-2026	NEW ITEM	Kinudalan Elementary School–Lebak West
10	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840211-2026	NEW ITEM	Tamnag Central School–Lutayan I
11	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840212-2026	NEW ITEM	Panagas-DeVera Elementary School–Lutayan II
12	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840213-2026	NEW ITEM	Kanipaan Elementary School–Palimbang I
13	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840214-2026	NEW ITEM	Palimbang Central School–Palimbang I
14	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840221-2026	NEW ITEM	Busok National High School–Bagumbayan II
15	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840223-2026	NEW ITEM	Bagumbayan National High School-Biwang Annex–Bagumbayan II
16	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840225-2026	NEW ITEM	Telafas National High School–Columbio II
17	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840235-2026	NEW ITEM	Midtungok Integrated School–Kulaman I (Sen. N. Aquino)
18	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840236-2026	NEW ITEM	Senator Ninoy Aquino National High School–Kulaman I (Sen. N. Aquino)
19	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840243-2026	NEW ITEM	Pimbalayan National High School–Lambayong III
20	School Counselor Associate I	11	31,705.00	OSEC-DECSB-	NEW ITEM	Zeneben Integrated School–Lambayong III

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				SCCA1-840244-2026		
21	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840245-2026	NEW ITEM	Keytodac National High School–Lebak Central
22	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840247-2026	NEW ITEM	Nuling Integrated School–Lebak East
23	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840248-2026	NEW ITEM	Purikay National High School–Lebak East
24	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840249-2026	NEW ITEM	Tapudi Integrated School–Lebak East
25	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840250-2026	NEW ITEM	Gestosani Memorial Integrated School–Lebak West
26	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840256-2026	NEW ITEM	Baluan National High School–Palimbang I
27	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840257-2026	NEW ITEM	Langali Integrated School–Palimbang I
28	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840258-2026	NEW ITEM	Palimbang National High School–Palimbang I
29	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840259-2026	NEW ITEM	Milbuk National High School–Palimbang II
30	School Counselor Associate I	11	31,705.00	OSEC-DECSB-SCCA1-840260-2026	NEW ITEM	Tagadtal Integrated School–Palimbang II

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 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 **October 15, 2026**:

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

A. Application letter specifying the position being applied for addressed to:
ROBERTO J. MONTERO, CESO V
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.

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

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may be required by the HRMPSB (Item m) shall not warrant exclusion from the pool of official applicants.

7. All applicants are required to **register and apply** through the AGAP Portal **https://tinyurl.com/AGAP-Portal before** submitting the documents to the Personnel Section. Applicants must provide the required information in accordance with the documentary requirements.

8. **DepEd Order No. 007, s. 2023, DepEd Order No. 21, s. 2024, and DepEd Order No. 19, s. 2026** shall serve as the basis for the evaluation of documents and the computation of points for the presented vacant positions.

9. The schedule of the Recruitment, Selection, and Promotion (RSP) Board will be the following:

Date	Activity
October 5, 2026	Publication
October 15, 2026	Deadline for submission of application documents
October 20, 2026	Initial evaluation of documents
October 22, 2026	Examination and Behavioral Event Interview
October 28, 2026	Open Ranking
November 3, 2026	Posting of CAR/Final Deliberation
November 4, 2026	Selection and Appointment

10. Widest dissemination of this Memorandum is desired.

ROBERTO J. MONTERO, CESO V
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 October 2026/ October 5, 2026

Republic of the Philippines

Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

Enclosure 1 to DM OSDS-PS No._____ 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

	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.

Annex C

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			

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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.