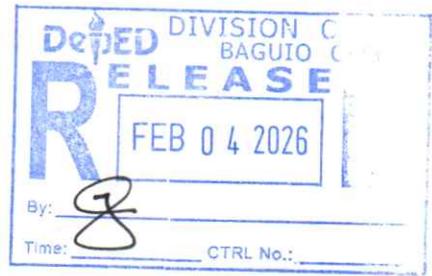




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 4, 2025

DIVISION MEMORANDUM

No. **099-2026**

**SUBMISSION OF RECLASSIFICATION APPLICATIONS FOR GUIDANCE  
 COUNSELOR POSITIONS**

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

- Relative to DM-OUHROD-2026-0135 on the Conversion and Reclassification of Existing Guidance Counselor and Guidance Coordinator Positions Pursuant to RA 12080, this Office hereby calls for the submission of reclassification application.
- All incumbent Guidance Counselors are encouraged to prepare and submit the necessary documentary requirements in one folder only consistent with Section 20 of DepEd Order No. 007, 2. 2023, titled Guidelines on the Recruitment, Selection, and Appointment in the Department of Education
- Please be guided by the following:

Activity	Date/Venue	Person(s) Responsible
Submission and receipt of application documents	February 5-11, 2026	Applicant  SDO Records Section Division HRMO
Procedures: 1. Initial Evaluation of a) Qualification Standards (Annex A of DM-OUHROD-2026-0135 – Proposed QS for RA 12080 positions)  2. Preparation of initial Evaluation Result	February 13, 2026  <b>CRITERIA</b> 1. Education 2. Training 3. Experience 4. Performance Rating 5. Outstanding Accomplishments 6. Application of Education 7. Application of L&D 8. Potential	Division HRMP SB
3. Preparation of Plantilla Allocation List (PAL)	February 16, 2026	HRMO





Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

Submission PAL to the Regional Office	February 18, 2026	HRMO SDS
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4. The mandatory application requirements are as follows:
- Letter of intent addressed to the Schools Division Superintendent (SDS)
  - Duly accomplished PDS (CS Form 212, Revised 2025/ with Work Experience Sheet;
  - Photocopy of valid and updated PRC License/ID, if available;
  - Certificate of Eligibility/Rating, if available;
  - Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
  - Photocopy of duly signed Service Record;
  - Photocopy of certificate/s of relevant training;
  - Photocopy of the Performance Rating in the last rating period covering one (1) complete performance cycle in the current position;
  - 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); and
  - Other documents as may be required by the HRMPSB, including but not limited to - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of Last issuance of appointment
5. Attached is the BHROD Memorandum for reference.
6. For information, guidance and immediate dissemination.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

OASDS/CFM/nde



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600  
Telephone No.: (074) 665-1231  
Email Address: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
DepEd Tayo Baguio City <https://depedpines.com>



Republika ng Pilipinas

**Department of Education**

**OFFICE OF THE UNDERSECRETARY**

**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2026-0135**

**TO :** REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 ALL OTHERS CONCERNED

**FROM :** *[Signature]*  
**WILFREDO E. CABRAL**  
 Undersecretary  
 Human Resource and Organizational Development and  
 Infrastructure

E-signed by  
 Wilfredo Cabral  
 2026-01-26 9:21:44 PM

**SUBJECT :** CONVERSION AND RECLASSIFICATION OF EXISTING  
 GUIDANCE COUNSELOR AND GUIDANCE  
 COORDINATOR POSITIONS PURSUANT TO RA 12080

**DATE :** 22 January 2026

The Republic Act No. 12080, s. 2024, otherwise known as the *Basic Education Mental Health and Well-Being Promotion Act*, reinforces the promotion and delivery of mental health and psychosocial support services across the basic education system. Section 2 of RA 12080 specifically states that the law aims to:

*“strengthen the existing mental health and guidance and counseling program and other health and wellness activities, including sports-related programs, through the development of an effective and efficient school-based mental health program, to promote and ensure the mental health and well-being of all learners, as well as provide mental health awareness and literacy programs and appropriate mental health-related referrals to the teaching and non-teaching personnel, in all public and private basic education schools in the country.”*

To this end, the Law mandates the establishment of Mental Health and Well-Being Office (MHWO) in all Schools Division Offices (SDO) and Care Centers in every public school to be operated by competent personnel, ensuring that learners and personnel have access to appropriate mental health support.

To operationalize these provisions, the Act further provides under Section 9 the creation of new plantilla positions within the Department of Education (DepEd), as follows:

<b>Plantilla Position Title</b>	<b>Salary Grade</b>
School Counselor Associate I	11
School Counselor Associate II	12
School Counselor Associate III	13
School Counselor Associate IV	14
School Counselor Associate V	15
School Counselor I	16
School Counselor II	18
School Counselor III	20
School Counselor IV	22

Under the same section, the Act mandates that the positions of Guidance Counselor and Guidance Coordinator shall be **converted or reclassified** to the appropriate newly created positions, subject to the eligibility and qualifications set by the Department of Budget and Management (DBM), Civil Service Commission (CSC), and DepEd in accordance with the provisions of the Law.

In view of the above, the Bureau of Human Resource and Organizational Development (BHROD), in coordination with the DBM, shall facilitate the following:

1. **Conversion of existing vacant, dormant Guidance Counselor and Guidance Coordinator** positions to School Counselor Associate I (SCA I) (SG-11) positions through scrap-and-build process.

The BHROD has already identified 4,470 existing unfilled positions for conversion based on the GMIS data as of October 17, 2025. To ensure accuracy of the generated data, Human Resource Management Officers (HRMO) are directed to validate the status of the positions, whether filled or unfilled, through the following link:

**<https://tinyurl.com/PlantillaMonitoringTool>**

Further, pending the DBM approval of the proposed conversion of vacant positions, all SDOs are directed to **suspend the filling-up of the Guidance Counselor and Guidance Coordinator positions**. A separate Memorandum shall be issued once the conversion to SCA I positions is approved.

2. Reclassification (or retitling<sup>1</sup>) of existing *filled* positions to appropriate new position titles, subject to the qualification of the incumbent vis-à-vis the Qualification Standards (QS) as approved by the CSC.

With the intent to submit an indicative list of positions for reclassification (or retitling) and its corresponding funding requirements, Regional Offices (RO) and SDOs are directed to conduct initial evaluation of incumbents based on the proposed QS, pending its CSC approval; and submit the list and corresponding Personnel Services (PS) requirement using the existing Plantilla Allocation List (PAL) format.

<sup>1</sup> A form of reclassification of position that does not involve change in salary grade

## Guidelines for the Regional and Schools Division Offices

### A. Schools Division Offices (SDOs)

1. Require all incumbent Guidance Counselors and Guidance Coordinators to prepare and submit to the Human Resource Management Officer (HRMO) on or before the deadline to be set by the SDO the mandatory application requirements consistent with Section 20 of DepEd Order (DO) No. 007, s. 2023, titled *Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*:
  - Letter of intent addressed to the Schools Division Superintendent (SDS);
  - Duly accomplished Personal Data sheet (PDS) (*CSC Form 212, Revised 2025*) with Work Experience Sheet;
  - Photocopy of valid and updated PRC License/ID, if available;
  - Certificate of Certificate of Eligibility/Rating, if available;
  - Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR), and Diploma, including completion of graduate and post-graduate units/degrees, if available);
  - Photocopy of duly signed Service Record;
  - Photocopy of certificate/s of relevant training;
  - Photocopy of the Performance Rating in the last rating period covering one (1) complete performance cycle in the current position; and
  - 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*).
2. Evaluate the qualifications of the incumbents and determine the appropriate position to which they are qualified based on the proposed QS (*Please see **Annex A: Proposed Qualification Standards for School Counselor and School Counselor Associate Positions***).
3. In the process of evaluation, the following shall likewise be observed:
  - Only licensed Registered Guidance Counselors (RGCs) and Registered Psychologists (RPsy) may be qualified for reclassification or retitling to the appropriate School Counselor (SC) position; and
  - Non-RGCs and Non-RPsy incumbents shall be reclassified or retitled to the appropriate SCA position.
4. Prepare a summary of the assessment using the existing Initial Evaluation Results (IER). The IER for each position shall contain all the applicants who were deemed qualified for the particular position.
5. Based on the duly signed IER, prepare and submit to the ROs a duly signed Position Allocation List (PAL) using the attached template in **Annex B** on or before **February 20, 2026**.

## B. Regional Offices (ROs)

1. RO HRMO shall consolidate and validate all submissions from SDOs to ensure accuracy and completeness of the documents, for onward approval and signature of the Regional Director.
2. Upon approval, submit the consolidated, duly signed PAL to the BHROD-Organization Effectiveness Division at [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph) on or before **February 27, 2026**, for onward submission to DBM Central Office.
3. Once the nationally-consolidated PAL has been approved by the DBM, the DBM RO shall process and issue the Notices of Organization Staffing and Compensation Action (NOSCA) to the DepEd RO counterpart, copy furnished the respective SDOs, for subsequent processing of the appointment papers.

To further explain and provide necessary clarification on the matter, a **virtual HRMO Orientation** shall be conducted on **January 29, 2026 (Thursday), from 1:30 to 3:00 p.m.** Regional and SDO HRMO participants may access the meeting through the link below:

Microsoft Teams Meeting: <https://bit.ly/VirtualOrientationRA12080>  
Meeting ID: 451 033 520 012 11  
Passcode: vE3aq2pG

For queries and/or clarification, you may contact the BHROD-OED through **Mr. Jeric Francis C. Llanto** or **Ms. Asmen Halog** at email address [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph) or call (02) 8633-5375.

## 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><b>School Counselor Associate III</b></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><b>School Counselor Associate IV</b></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><b>School Counselor Associate V</b></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>

**PLANTILLA ALLOCATION LIST**  
 Reclassification of Guidance-Related Positions  
 (Pursuant to Republic Act No. 12080 Basic Education Mental Health and Well-Being Promotion Act)

Agency: \_\_\_\_\_  
 Region: \_\_\_\_\_  
 Division: \_\_\_\_\_

Item No. (per latest PSl/POP) (1)	Organizational Code per PSl/POP (2)	Name of Incumbent (3)	Position Title		Salary Grade with Step Increments/Monthly Rate			Monthly Differential			No. of Incumbents Months Requirements (14)-(13)* no. of months	MYB and/or YEB Differential (15)	Total Funding Requirement (16)-(14)+(15)	Remarks(17)
			Present (4)	Proposed (5)	Present (6)	Proposed (7) (8)	Proposed (9)	Sal. Differenda (10) = (9) - (7)	PH-C (11)	RLP (12) = (10)* 0.12				
<b>-NOTHING FOLLOWS-</b>														
Sub-total for this page														
Total previous page														
Total this page/Grand Total														

We hereby assume full responsibility for the veracity and accuracy of the basis for subject conversion of positions after thorough review and scrutiny of documents submitted and in accordance with existing legal bases and DepEd guidelines on the reclassification of School Head positions. In addition, we certify to the correctness of all the abbreviated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for conversion shall be funded under the Lump-sum appropriation for conversion lodged in the DepEd RO.

Prepared by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

Division HRMO  
Date: \_\_\_\_\_

Schools Division Superintendent  
Date: \_\_\_\_\_

Regional Director  
Date: \_\_\_\_\_

**Instructions:**

- 1) Each page should show a sub-total of the current page to be forwarded on the next page
- 2) Succeeding page/s should show the a) sub-total of the current page b) sub-total forwarded from the previous page, and 3) sub-total of (a) and (b) to be forwarded to
- 3) The last page should also show (a) and (b) and the total of (a) and (b), which should be labelled as Grand
- 4) Please sort the position attributes in descending order.