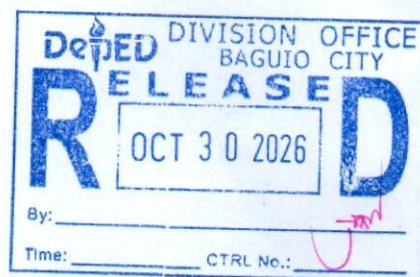




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



October 29, 2026

DIVISION MEMORANDUM

No. **742-2026**

**DISSEMINATION OF THE DESIGNATION OF THE SCHOOLS
DIVISION COUNSELOR**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Memorandum is issued to inform all schools of the designation of **Ms. AGAPITA K. BASE**, Guidance Counselor II, as the Schools Division Counselor, and to clarify the functions and responsibilities attached to the designation in support of the implementation of mental health, guidance, and counseling services across the Schools Division.
2. The Schools Division Counselor shall perform the following functions:
 - a. Lead the planning, implementation, monitoring, evaluation, and continuous improvement of the School-Based Mental Health Program and the Comprehensive Guidance and Counseling Program across the Schools Division.
 - b. Provide technical supervision and oversight of school-based Care Centers to ensure their effective operation and the delivery of appropriate mental health, psychosocial support, and referral services.
 - c. Provide guidance and counseling services to learners in schools without designated school counselors, in coordination with concerned school heads.
 - d. Serve as a member of the Schools Division Office Incident Response Team and provides mental health and psychosocial support, crisis intervention, and appropriate referrals during emergencies and critical incidents, within the scope of professional competence.
 - e. Establish and strengthen coordination with relevant government agencies, health professionals, and partner organizations to facilitate referrals and access to specialized mental health services.
 - f. Prepare and consolidate division-level reports on program implementation, identified needs, and recommended interventions to support evidence-based planning and decision-making.
 - g. Report to the SGOD Chief on program implementation/updates/ recommendations, and submits reports to the ASDS and/or SDS, as necessary.
3. All school heads, school counselors, guidance advocates, and other concerned personnel shall coordinate with the Schools Division Counselor and extend the necessary support and cooperation in the performance of the foregoing functions.
4. For information, guidance, and compliance.

SORAYA T. FACULO EdD, CESO V
Schools Division Superintendent

OSDS/STF/ndc



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