



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 02 2026

DIVISION MEMORANDUM

No. 059, s. 2026

**CONVERSION AND RECLASSIFICATION OF EXISTING GUIDANCE
COUNSELOR AND GUIDANCE COORDINATOR POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior and Senior High School Heads
All Others Concerned

1. Pursuant to Memorandum DM-OUHROD-2026-0135 titled **Conversion and Reclassification of Existing Guidance Counselor and Guidance Coordinator Positions (RA 12080)**, this Office hereby announces the mandatory submission of application requirements of all incumbent Guidance Counselors and Guidance Coordinators in the Division on or before **February 9, 2026**. (Attention: HRMO).
2. The assessment for the said positions shall be consistent with Section 20 of DepEd Order No. 007, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and shall include the following requirements:
 - 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 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).

****Use Yellow Expanded Envelope with proper label (Name, school and position applied)***
3. 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 services across the basic education system. To this end, this 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.



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

- Reclassification (or retitling) of existing filled positions to the appropriate new position titles shall be subject to the qualifications of the incumbent vis-à-vis the Qualification Standards (QS) as approved by the Civil Service Commission (CSC). *(See Annex A).*
- The composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) is presented below:

Role	Name/Position
Chairperson	JERRY DIMLA CRUZ, DEM, CESO VI Assistant Schools Division Superintendent
Member	RAMON C. PEREZ / MILAGROS M. PENAFLO Chief Education Supervisors
Member	PILAR C. IGNACIO Administrative Officer V
Member	EVANGELINE D. GALLARDO OIC-AO IV, HRMO II
Member	HERMIE G. DURAN Senior Education Program Specialist
Member	JUMEL C. CARAIG
Member	XANDRA KEITH B. DE SILVA
Member	ANDREA FAYE Q. QUICHO

6. The following are the proposed timelines for the evaluation activities:

Activity	Date	Personnel Responsible
Submission and receipt of basic application documents for initial evaluation	February 2-6, 2026	Applicants Records Office
Initial evaluation of qualifications of applicants	February 9, 2026	HRMO
Face to Face Evaluation of Applicants' Qualifications	February 10, 2026 at BBB Hall-SDO Bataan	HRMPSB Secretariat
Submission of Plantilla Allocation List (PAL) to RO	On or before February 20, 2026	HRMPSB Secretariat

- This Memorandum serves as the Travel Authority for the participants.
- Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
 Schools Division Superintendent

Encl: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:
 RECLASSIFICATION
 QUALIFICATIONS

GUIDANCE COUNSELOR
 GUIDANCE COORDINATOR

SO12 EDG
 01/30/2026



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepedBataan

www.depedbataan.com
bataan@deped.gov.ph

"We Mould Heroes"



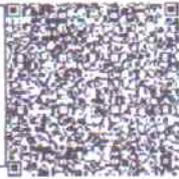


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
RELEASED
CO. OUHROD
Jan 26, 2026
OED-OM-2026-27
By: R. Malate 10:10 am



OED-OM-2026-27

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 01-27-26

MEMORANDUM
DM-OUHROD-2026-0135

TRACKING #: 1322 TIME: 10:21 AM
SIGNATURE: *[Signature]*

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

E-signed by
Wilfredo Cabral
1/23/2026, 9:21:44 PM

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

DATE : 22 January 2026

DEPARTMENT OF EDUCATION
RECEIVED
1/27/26 10:23 AM
OFFICE OF THE REGIONAL DIRECTOR
SIGNATURE: *[Signature]*

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:



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CO-OUHROD-F002	Rev	00
Effectivity	03.23.23	Page	1 of 4



020
1/27/26

Plantilla Position Title	Salary Grade
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 retitling¹) 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.

¹ 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 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 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 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>School Counselor Associate III</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>School Counselor Associate IV</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>School Counselor Associate V</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 PSJPOP) (1)	Organizational Code per PSJPOP (2)	Name of Incumbent (3)	Position Title		Salary Grade with Step Increment/Monthly Rate			Monthly Differential			No. of months Requirements (14) + (13) no. of months (5)	MYB and/or YEB Differential (15)	Total Funding Requirement (16) = (14) + (15)	Remarks (17)
			Present (4)	Proposed (5)	Present (6)	Proposed (7)	Proposed (8)	PHC (11)	RLIP (12) = (10) * 0.12	Total Monthly Requirements (13) = (10) + (11) * (12)				
-NOTHING FOLLOWS-														
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 above-stated 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 Lumpy 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 pages 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 Total
- 4) Please sort the position attributes in ascending order.