



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

DIVISION MEMORANDUM

No. 433, s. 2026

SEP 07 2026

**REITERATION ON THE CONTINUED DESIGNATION AND FUNCTION OF
SCHOOL GUIDANCE DESIGNATES DURING THE TRANSITION
TO THE SCHOOL COUNSELOR ASSOCIATE SYSTEM**

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

1. The Schools Division Office of Bataan reiterates the existing arrangement on the designation of School Guidance Designates (SGDs) in schools, particularly in the secondary level, to ensure the continuity, accessibility, and effective delivery of guidance and counseling services to learners.
2. With the recent installation/deployment of School Counselor Associates (SCAs), there is a need to clarify that their assignment does not automatically terminate, supersede, or replace the designation of the existing School Guidance Designates.
3. All previously designated School Guidance Designates shall continue to perform their functions and remain in their respective designations until an official written order or directive is issued by the Office of the Schools Division Superintendent providing for their replacement, reassignment, or cessation of designation.
4. Accordingly, school heads are not authorized to unilaterally remove, replace, or discontinue the designation of existing School Guidance Designates solely by reason of the installation or assignment of a School Counselor Associate. Any change in the existing designation shall be made only upon the issuance of an appropriate order or written directive from the Schools Division Office.
5. The newly installed School Counselor Associates shall work collaboratively and hand in hand with the existing School Guidance Designates as part of the transition period. This arrangement is intended to facilitate the smooth integration of the SCAs into the school guidance program, promote continuity of services, and maximize available personnel in addressing the diverse needs of learners.
6. The School Counselor Associates and School Guidance Designates shall coordinate their functions and responsibilities in the implementation of school-based guidance programs and services, including, but not limited to, learner assessment, individual and group interventions, career guidance, psycho-social support, referral and



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follow-up services, parent/guardian engagement, case management, learner development activities, and other appropriate guidance-related interventions.

7. The Schools Division Office likewise recognizes that the number of School Counselor Associates assigned to a school may not always be commensurate with the size of its learner population and the breadth of guidance needs that must be addressed. This is particularly true in large secondary schools where a single School Counselor Associate may not be sufficient to provide timely and responsive guidance services to all learners.

8. In such cases, the continued retention and active involvement of existing School Guidance Designates shall be maintained and encouraged to augment the available guidance personnel and ensure the comprehensive, accessible, and sustained delivery of guidance programs and services to learners.

9. The transition to the School Counselor Associate system shall be undertaken in a manner that strengthens rather than diminishes the delivery of guidance services. The presence of an SCA shall be considered an additional capacity to support the school's guidance program, particularly during the transition period, and shall not be interpreted as a basis for discontinuing existing school-based guidance mechanisms without proper authority from the Schools Division Office.

10. Any concerns, questions, or proposed changes concerning the designation or deployment of guidance personnel shall be referred to this Office for proper evaluation and appropriate action.

11. This directive shall take effect immediately and shall remain in force until superseded, amended, or revoked by a subsequent issuance.

12. Immediate and wide dissemination of this Memorandum is desired.


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

References:

Republic Act No. 11206, Secondary School Career
Guidance and Counseling Act;
Republic Act No. 12080, Basic Education Mental Health
and Well-Being Promotion Act;
DepEd Memorandum No. 093, s. 2025

*To be included in the Perpetual Index
under the following subjects:*
POLICY GUIDANCE
MENTAL HEALTH

/jct
September 7, 2026