



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

February 3, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 019

**CALL FOR SUBMISSION OF APPLICATIONS FOR CONVERSION AND
RECLASSIFICATION OF EXISTING GUIDANCE COORDINATOR POSITIONS**

To: Assistant Schools Division Superintendent
Human Resource Merit Promotion and Selection Board (HRMPSB) Members
Cluster Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with Republic Act No. 12080, otherwise known as the *Basic Education Mental Health and Well-Being Promotion Act*, which mandates the strengthening of school-based mental health and psychosocial support services in basic education, and pursuant to Central Office Memorandum DM-OUHROD-2026-0135, this Office hereby calls for the submission of applications for the conversion and reclassification of existing Guidance Counselor positions.
2. Republic Act No. 12080 underscores the critical role of qualified guidance and mental health personnel in promoting learners' well-being, resilience, and holistic development. In support of this mandate, the Department of Education is institutionalizing appropriate staffing structures to ensure the effective delivery of guidance and mental health programs in schools.
3. Further, Central Office Memorandum DM-OUHROD-2026-0135 provides policy guidance on the conversion and reclassification of positions performing guidance-related functions, consistent with approved qualification standards, staffing patterns, and actual duties and responsibilities.
4. In this regard, interested and qualified personnel currently designated as Guidance Counselor are enjoined to submit their Letter of Intent and complete documentary requirements through their respective School Heads to the Human Resource Management Office through the Records Section on or before February 9, 2026, the mandatory application requirements consistent with Section 20 of DepEd Order No. 7 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 experience sheet;
 - Photocopy of valid and updated PRC License/ID, if available;
 - Certificate of Eligibility/Rating, if available;



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- Photocopy 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 certificates/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).
5. Applications submitted beyond the prescribed deadline and/or with incomplete requirements shall not be processed.
6. This Memorandum is issued to ensure compliance with national policies on mental health promotion in basic education and the proper implementation of personnel actions relative to Guidance Counselor positions.
7. For information, guidance, and strict compliance.


GUIDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: none
References: DO 007, S. 2023, DM-OUHROD-2026-0135
Allotment:
To be indicated in the Perpetual Index under the following subjects

*GUIDELINES
RECLASSIFICATION*

*GPO/ADMIN-HR/ CALL FOR SUBMISSION OF APPLICATIONS FOR CONVERSION AND RECLASSIFICATION OF
EXISTING GUIDANCE COORDINATOR POSITIONS /
February 2, 2026*