



Republic of the Philippines  
**Department of Education**

Region XII  
City Schools Division of Tacurong

August 11, 2026

DIVISION MEMORANDUM  
OSDS – 2026 - 140

**ANNOUNCEMENT OF VACANCIES FOR RELATED-TEACHING POSITIONS**

TO: Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
All others concerned  
This Division

1. This is to announce the existence of vacancies in this division:

| Position                                                                                                                                                                                                                                                                                                                                                    | Salary Grade             | No. of item(s) | Cluster/ where the vacancy/ies exist                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------|----------------------------------------------------------------------------------------------------------|
| <b>School Counselor Associate I (Elementary)</b> <ul style="list-style-type: none"><li>OSEC-DECSB-SCCA1-840387-2026</li><li>OSEC-DECSB-SCCA1-840388-2026</li><li>OSEC-DECSB-SCCA1-840389-2026</li><li>OSEC-DECSB-SCCA1-840390-2026</li><li>OSEC-DECSB-SCCA1-840391-2026</li><li>OSEC-DECSB-SCCA1-840392-2026</li><li>OSEC-DECSB-SCCA1-840393-2026</li></ul> | SG 11<br>(Php 31,705.00) | 7              | SDO Tacurong City                                                                                        |
| <b>School Counselor Associate I (Secondary)</b> <ul style="list-style-type: none"><li>OSEC-DECSB-SCCA1-840398-2026</li><li>OSEC-DECSB-SCCA1-840394-2026</li><li>OSEC-DECSB-SCCA1-840397-2026</li><li>OSEC-DECSB-SCCA1-840395-2026</li><li>OSEC-DECSB-SCCA1-840396-2026</li></ul>                                                                            | SG 11<br>(Php 31,705.00) | 5              | *A.S. Bernardo Memorial NHS<br>*San Emmanuel NHS<br>*V.F. Grino NHS<br>*San Pablo NHS<br>*Abang-Suizo IS |



Address: Alunan Highway, Poblacion, Tacurong City 9800  
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Email: tacurong.city@deped.gov.ph



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**Qualification Standards for School Counselor Associate I:**

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education:   | Bachelor's Degree in Guidance and Counseling or Psychology; or Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or 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 |
| Experience:  | None Required                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Training:    | None Required                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Eligibility: | Career Service Professional/Second Level Eligibility                                                                                                                                                                                                                                                                                                                                                                                   |

2. The positions are open to all qualified applicants regardless of gender, civil status, disability, religion, ethnicity, or political affirmation.

3. All applicants are advised to register online using the link at <https://tinyurl.com/AGAP-Portal>, encode all the necessary information and submit the duly accomplished documentary requirements.

4. Applicants are strongly encouraged to review the AGAP Applicant User Manual and Video Tutorial, which provide step-by-step guidance on account creation, application submission and document uploading. The guide may be accessed through <https://tinyurl.com/AGAP-Portal-Guide>.

4. Aspirants to the above position are requested to submit their pertinent papers for promotion/appointment to wit:

4.1 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office

4.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable

4.3 Photocopy of valid and updated PRC License/ID, if applicable

4.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable

4.5 Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available



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- 4.6 Photocopy of Certificate/s of Training, if applicable
- 4.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- 4.8 Photocopy of latest appointment, if applicable
- 4.9 Photocopy of the Performance Ratings in the last rating period(s) covering three (3) year performance prior to the assessment, if applicable
- 4.10 Photocopy of Performance Rating obtained from the relevant work experience, if the performance rating in Item No. 9 is not relevant to the position to be filled
- 4.11 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
- 4.12 Checklist of Requirements and Omnibus Certification/Waiver (AnnexC)
- 4.13 Other documents as may be required
  - 4.13.1 Neuro-Psychiatric Evaluation Result (Highly encouraged to be submitted for consideration in future appointments).

4. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

| DATE                  | ACTIVITY                                           | PERSON RESPONSIBLE |
|-----------------------|----------------------------------------------------|--------------------|
| August 21, 2026       | Submission of Pertinent Papers                     | Receiving Section  |
| August 24-28, 2026    | Initial Evaluation                                 | HRMO               |
| September 1-4, 2026   | Assessment of Papers                               | HRMPSB             |
| September 14-16, 2026 | Interview                                          | Sub-Committees     |
| September 17, 2026    | Written Exam/Skills Test                           | Sub-Committees     |
| September 24, 2026    | Open Ranking                                       | HRMPSB             |
| September 28, 2026    | Consolidation of Assessment and Final Deliberation | HRMPSB             |

5. The deadline for submission of pertinent papers to this Office is on **August 21, 2026**. No pertinent documents shall be accepted after the said date.

6. It is reiterated that applicants who fail to register to the said link and submit complete mandatory documents, particularly items 4.1 to 4.11 on the deadline set, shall not be included in the pool of official applicants.

7. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.



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8. Results of the initial evaluation shall be informed to the applicants through an official communication channel via email or SMS.
9. Applicants shall be evaluated and assessed in accordance with DepEd Order No. 7, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education".
10. The duties and functions of the position and the Checklist of Requirements and Omnibus Certification/Waiver (Annex C) are attached for the information and guidance of the applicants.
12. For immediate and widest dissemination.

**CARLOS G. SUSARNO, Ph.D., CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Enclosure: None

Reference/s: D.O. 07, s. 2023; D.O. 19, s. 2026

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS

QUALIFICATIONS

VACANCIES

GPO/ADMIN-HR/ANNOUNCEMENT OF VACANCIES FOR RELATED-TEACHING POSITIONS/  
August 11, 2026



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| KEY RESULT AREAS                                                   | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INDIVIDUAL INVENTORY AND ASSESSMENT</b>                         | <ol style="list-style-type: none"> <li>1. Collects and updates learner profile which includes but not limited to personal-social, academic, career, interest, and relevant health related data.</li> <li>2. Administers standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards, to gather information on learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being.</li> <li>3. Coordinates with teachers, parents and other relevant stakeholders to ensure personal-social, academic, and career success.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DELIVERY OF MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT SERVICES</b> | <ol style="list-style-type: none"> <li>1. Supports the development and delivery of localized school-based mental health, well-being, guidance and counseling programs and services aligned to the existing DepEd framework and policy.</li> <li>2. Conducts intake and/or follow-up interviews to support case documentation, referral coordination, and the implementation of appropriate learner support services under professional supervision.</li> <li>3. Supports planning, preparation and implementation of assessment services and programs through the supervision of School Counselors.</li> <li>4. Facilitates group guidance activities that promotes personal-social, academic, career development of the learners under the supervision of a School Counselor.</li> <li>5. Assists in career guidance activities implementations and executes referral protocols for career counseling and other support services.</li> <li>6. Contributes in equipping the school community with skills for prevention, identification, proper response and referral of learners' mental health.</li> <li>7. Provides mental health and psychosocial support services (MHPSS), such as but not limited to psychological and mental health first aid.</li> </ol> |

## Annex B: Job Description

| KEY RESULT AREAS                                 | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | <ol style="list-style-type: none"> <li>8. Facilitates the referral of learners with but not limited to cases of bullying, learner rights and protection, neglect, abuse, mental health issues, and those with other development needs to appropriate professionals, committees, agencies, institutions, organizations for necessary intervention and aftercare support in coordination with the school counselor and relevant stakeholders.</li> <li>9. Assists the School Head in the provision of mental health services for teachers and school personnel through information and referral services, in coordination with the concerned SDO personnel, School Counselors and/or Schools Division Counselor in the MHWO.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>INFORMATION SERVICE AND CAPACITY BUILDING</b> | <ol style="list-style-type: none"> <li>1. Contributes in the planning, implementation, and facilitation of mental health awareness activities and well-being programs to promote resilience and well-being among learners and school personnel.</li> <li>2. Conducts and supports educational initiatives on mental health and well-being, including but not limited to capacity-building activities, seminars, information campaigns, and other related programs for learners, personnel, parents, and stakeholders to promote awareness, prevention, early identification, appropriate response, and referral of mental health and well-being concerns.</li> <li>3. Ensure widest dissemination of information, education and communication (IEC) materials in print and online forms for mental health promotion.</li> <li>4. Aids in the delivery of technical assistance to the School Head and SDO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel.</li> <li>5. Facilitates the capacity building and organization of peer facilitators to implement support and mentoring programs within the school under the supervision of the School Counselor.</li> </ol> |





## Annex B: Job Description

| KEY RESULT AREAS                              | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <ol style="list-style-type: none"> <li>6. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DOCUMENTATION , REPORTING and RESEARCH</b> | <ol style="list-style-type: none"> <li>1. Ensures proper documentation, handling, and safekeeping of learner records for use in program development and delivery, follow-up and referral services.</li> <li>2. Documents referred cases of bullying, abuse, or neglect, ensuring proper referral to child learner rights and protection committees or school counselors for counseling intervention.</li> <li>3. Aids in the delivery of technical assistance to the School Head and SDO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel.</li> <li>4. Supports the conduct of research on mental health and services delivery and interventions, career development, learner well-being among others as aligned with research agenda of MHWO and needs of the school under the supervision of a School Counselor and/ or Schools Division Counselor.</li> <li>5. Supports the preparation and submission of annual and consolidated reports, including school mental health data and research, to the School Counselor to facilitate monitoring, evaluation, and enhancement of guidance and counseling programs and services</li> </ol> |
| <b>COMMUNITY ENGAGEMENT</b>                   | <ol style="list-style-type: none"> <li>1. Supports in the establishment of linkages in the community and with other stakeholders for the promotion of personal-social development, academic success and career guidance activities, geared towards the holistic well-being of learners.</li> <li>2. Coordinates and collaborates with teachers, parents, peers, community partners, and other relevant stakeholders in developing and implementing learner support initiatives that promote learners' mental health, psychosocial well-being, personal-social and academic development, and career readiness.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



## Annex B: Job Description

| KEY RESULT AREAS | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | 3. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, under the supervision of the School Counselors. |

Certified by the Agency HRMO:

  
**Albert Jerome C. Andres**  
Chief Administrative Officer (HRMO V)  
Concurrent Officer-in-Charge  
Office of the Director III, BHROD





**CHECKLIST OF REQUIREMENTS**

**Name of Applicant:** \_\_\_\_\_ **Application Code:** \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

| Basic Documentary Requirement |                                                                                                                                                                                                | Status of Submission<br>(To be filled-out by the applicant.<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR<br>Office/ sub-committee) |         |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------|
|                               |                                                                                                                                                                                                |                                                                                    | Status of Submission<br>(Check if complied)                                | Remarks |
| a.                            | Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office                                                                    |                                                                                    |                                                                            |         |
| b.                            | Duly accomplished Personal Data Sheet (PDS)<br>(CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable                                                                        |                                                                                    |                                                                            |         |
| c.                            | Photocopy of valid and updated PRC License/ID, if applicable                                                                                                                                   |                                                                                    |                                                                            |         |
| d.                            | Photocopy of Certificate of Eligibility/Report of Rating, if applicable                                                                                                                        |                                                                                    |                                                                            |         |
| e.                            | Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available     |                                                                                    |                                                                            |         |
| f.                            | Photocopy of Certificate/s of Training, if applicable                                                                                                                                          |                                                                                    |                                                                            |         |
| g.                            | Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable                                                                        |                                                                                    |                                                                            |         |
| h.                            | h. Photocopy of latest appointment, if applicable                                                                                                                                              |                                                                                    |                                                                            |         |
| i.                            | Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable                                                     |                                                                                    |                                                                            |         |
| j.                            | 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 (Annex C)           |                                                                                    |                                                                            |         |
| k.                            | Other documents as may be required for comparative assessment:                                                                                                                                 |                                                                                    |                                                                            |         |
|                               | Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment |                                                                                    |                                                                            |         |
|                               | Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled                                     |                                                                                    |                                                                            |         |

Attested:

\_\_\_\_\_  
Human Resource Management Officer

**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath