



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 192

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : NOTICE OF VACANT POSITIONS FOR SCHOOL COUNSELOR
ASSOCIATE I POSITIONS

Date : July 29, 2026

This Office announces the vacancies of **School Counselor Associate I** positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
School Counselor Associate I	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	None required	None required	Career Service Professional/ Second Level Eligibility



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	200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting			
Plantilla Item No.: OSEC-DECSB- SCCA1-750380-2026 OSEC-DECSB- SCCA1-750381-2026 OSEC-DECSB- SCCA1-750382-2026 OSEC-DECSB- SCCA1-750383-2026 OSEC-DECSB- SCCA1-750384-2026 OSEC-DECSB- SCCA1-750385-2026 OSEC-DECSB- SCCA1-750386-2026 OSEC-DECSB- SCCA1-750387-2026 OSEC-DECSB- SCCA1-750388-2026 OSEC-DECSB- SCCA1-750389-2026 OSEC-DECSB- SCCA1-750390-2026 OSEC-DECSB- SCCA1-750391-2026 OSEC-DECSB- SCCA1-750392-2026 OSEC-DECSB- SCCA1-750393-2026 OSEC-DECSB- SCCA1-750394-2026 OSEC-DECSB- SCCA1-750395-2026 OSEC-DECSB- SCCA1-750396-2026 OSEC-DECSB- SCCA1-750397-2026 SG: 11 Monthly Salary: ₱31,705.00 No. of Vacancy/ies: 18 Place of Assignment: Digos City Central ES, Pedro Basalan ES, Remedios N. Saplala ES (Matti ES), Ruparan ES, Aplaya ES, Badiang ES, Dawis ES, Don Mariano Marcos ES, Isaac Abalayan ES, Pedro S. Garcia ES, Ramon Magsaysay Central ES, San Miguel ES, Gaudioso Reusora Central ES, Rizal Central ES, Matti NHS, Igpit National High School, Kapatagan NHS, and Digos City Senior High School JOB SUMMARY: The School Counselor Associate I supports the implementation of mental health and well-being services , including the delivery of career, guidance and counseling programs for learners . The role includes, but not limited to, assisting in learner profiling, conducting initial assessments, facilitation referrals, maintaining documentation, undertaking information and advocacy activities, psychosocial support, and coordinating with stakeholders and partners, under the supervision of the School Counselor.				
Key Result Areas		Individual Inventory and Assessment Delivery of Mental Health and Psychosocial Support Services Information Service and Capacity Building Documentation, Reporting and Research Community Engagement		



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1. Submission of Documents:

- 1.1 All applications shall be submitted and processed exclusively through the **Agile Gateway for Appointments and Placements (AGAP)** System.
- 1.2 **Submission of hard copies** are required only for **validation purposes** and must correspond to the documents uploaded in the system.
- 1.3 Only applications for the School Counselor Associate I position **submitted through the Agile Gateway for Appointments and Placements (AGAP) System shall be accepted and processed.**

2. Application steps:

Interested and qualified applicants must observe the following steps:

- **Step 1:** Download the attached **Annex C (Checklist of Requirements and Omnibus Sworn Statement)**. Prepare application documents according to the **Checklist**. <https://bit.ly/ChecklistOmnibusVer2>
- **Step 2:** For guidance on the application process, consult the step-by-step application guide available at <https://tinyurl.com/AGAP-Portal-Guide>
- **Step 3:** Access the official applicant portal at <https://tinyurl.com/AGAP-Portal>
- **Step 4:** Register and complete your application through the online system. **Note:** All required documents must be uploaded to the system before submission.
- **Step 5:** Ensure system confirmation of successfully lodged application.
- **Step 6:** Submit hard copies of all documents uploaded to the system, together with the **duly accomplished Annex C**, to the **Human Resource Section of the DepEd Digos City Division**. Place the documents in a **green folder** labeled with your full name and the position you are applying for. The folder shall also be **properly ear-tagged** to facilitate the identification and retrieval of your documents.

3. Documentary Documents:

- 3.1 Applicants are required to upload the digital copies (**PDF format**) of their authentic and complete documents as outlined in **Annex C (Checklist of Requirements)**.
- 3.2 Letter of Intent must explicitly state the position applied for and be addressed to **MELANIE P. ESTACIO, PhD, CESO V, SCHOOLS DIVISION SUPERINTENDENT**.
- 3.3 Applicants shall ensure that all uploaded documents are in the correct upright orientation and are clearly legible. Documents uploaded sideways or upside down may result in delays in the evaluation process.

4. Governing Policy and Evaluation:

- **DepEd Order No. 007,s. 2023** - Guidelines on Recruitment, Selection and Appointment in the Department of Education
 - **Enclosure No. 4** – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions



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- **DepEd Order No. 21,s. 2024** – Amendments to DepEd Order No. 007,s. 2023

5. Important Reminders:

- a. **Section 21 of DO 007,s. 2023:** Individuals who fail to submit complete mandatory documents (**a to j of Annex C**) on or before the deadline indicated shall not be included in the pool of official applicants.

“Individuals who failed to submit the complete mandatory documents (ITEMS 20.a to 20.j of ANNEX C) on the set deadline indicated in the official memorandum shall not be included in the pool of applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 20.k) shall not warrant exclusion from the pool of official applicants.”

6. **GWA Requirement (Item 6.b. Enclosure 5 to DO 007,s. 2023):** For positions with no experience requirement, applicants are required to submit their General Weighted Average (GWA) in the highest academic degree earned via Official TOR, Diploma, or CHED Certification.
7. The deadline for the submission of the applications for interested applicants to **Division Office-Human Resource Section** is on **August 8, 2026**. You may submit to the guard during weekends and holidays.
8. The deadline for the submission of the applications for interested applicants to **Division Office-Human Resource Section** is on **August 8, 2026**. You may submit to the guard during weekends and holidays. Deadline shall be observed strictly. Additional documents **submitted after the deadline shall no longer be accepted.**
9. **APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE INCLUDED IN THE POOL OF APPLICANTS, THUS EXCLUDED.**

This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired


MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent 

OSDS/ADMIN /HR/mflb

NO DLS
JUL 29 2022 TIME 9:45am




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