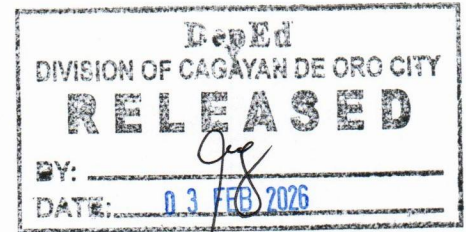




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

30 Jan 2026

DIVISION MEMORANDUM

No. 109 s.2026

CONVERSION AND RECLASSIFICATION OF EXISTING GUIDANCE COUNSELOR

TO: Assistant Schools Division Superintendent
Public Schools District Supervisor
Elementary and Secondary School heads
All Guidance Counselor
All Concerned
This Division

1. In line with Memorandum DM-OUHROD-2026-0135. 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.
2. All incumbent Guidance Counselors to prepare and submit to the Division Office on or before February 6, 2026, 5:00 PM in one (1) set of documents, properly arranged and labeled with ear tabs/tags, fastened in a long folder (NOT a clear book) the mandatory application requirements consistent with Section 20 of DepEd Order (DO) No. 007, B. 2023, titled Guidelines on the Recruitment, Selection, and Appointment in the Department of Education:
 - A. Letter of intent addressed to the Schools Division Superintendent (SDS);
 - B. Duly accomplished Personal Data sheet (PDS) (CSC Form 212, Revised 2025) with Work Experience Sheet;
 - C. Photocopy of valid and updated PRC License/ID, if available;
 - D. Certificate of Eligibility/Rating, if available;
 - E. Photocopy of scholastic/academic record (i.e., Special Orders,
 - F. Transcript of Records (TOR), and Diploma, including completion of Graduate and post-graduate units/degrees, if available);
 - G. Photocopy of duly signed Service Record;
 - H. Photocopy of certificate/s of relevant training;
 - I. Photocopy of the Performance Rating in the last rating period covering



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Republic of the Philippines
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- J. One (1) complete performance cycle in the current position (IPCRF); and
- K. 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).
3. Attached herewith is the BHROD Memorandum for reference and guidance.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM RECLASS-GC
January 30, 2026



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0135

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development and
Infrastructure
E-signed by
Wilfredo Cabral
1/22/2026, 9:21:44 PM

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

DATE : 22 January 2026

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:

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	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	None required	None required	Career Service Professional/ Second Level Eligibility
School Counselor Associate II	12	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	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility

School Counselor Associate III	13	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	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility
School Counselor Associate IV	14	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	3 years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility
School Counselor Associate V	15	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	3 years of relevant experience	24 hours of relevant training	Career Service Professional/ Second Level Eligibility

