



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

March 23, 2026

DIVISION MEMORANDUM

No. 134, s. 2026

**CALL FOR APPLICANTS FOR SCHOOL COUNSELOR ASSOCIATE I, AND
PROJECT DEVELOPMENT OFFICER I POSITIONS**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Human Resource Management Officer
Human Resource Merit, Promotion, and Section Board
School and District Heads
Others Concerned

1. In compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and DepEd Order No. 007, s. 2023, regarding the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Division hereby announces the Call for Applicants for School Counselor Associate I, and Project Development Officer I Positions.
2. Interested applicants must meet the following Qualification Standards (QS) for the positions enumerated.

Position/s	Education	Training	Experience	Eligibility
School Counselor Associate I (SG 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	None required	None required	Career Service (Professional) Second Level Eligibility



Address: Mabini St., Brgy. Acacia, Catarman, Northern Samar, 6400

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	200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting			
<i>Project Development Officer I</i> <i>(SG 11)</i>	Bachelor's degree relevant to the job			

3. All interested and qualified applicants are invited to apply, regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or membership in an indigenous community.
4. Applicants shall submit, in one (1) folio-size (8.5" × 13") folder – BLUE for PDO I and GREEN for School Counselor Associate I labeled, **Pertinent Papers for Application for [Position Applied]** , the following documentary requirements:
 - a) Letter of Intent addressed to GAUDENCIO C. ALJIBE, JR. PhD, CESO V, Schools Division Superintendent, Department of Education, Northern Samar Division, Mabini St., Brgy. Acacia, Catarman, Northern Samar;
 - b) Duly accomplished PDS (CSC Form No. 212, Revised 2025) with Work Experience Sheet;
 - c) Photocopy of valid and updated PRC license/ID, if applicable;
 - d) Photocopy of Certificate of Eligibility/Rating, whichever is applicable;
 - e) Photocopy of scholastic/academic record (i.e. 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 duly signed Service Record, Contract of Service or Certificate of Employment, whichever is/are applicable;
 - h) Photocopy of latest appointment, if applicable;
 - i) Photocopy Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - j) Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), not necessarily notarized, but is required to be sworn before any public officer authorized to administer oath;

- k) Other documents may be required by the HRMPSB for comparative assessment, including but not limited to:
- i. 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.
5. All application folders/documents shall be submitted to the Personnel Unit through the **Records Unit** in the interest of proper documentation and tracking.
 6. Applicants who failed to submit complete mandatory documents (a-j), except (k), on the set deadline indicated in this memorandum shall not be included in the official list of applicants.
 7. Interested and qualified applicants shall submit their complete application documents/requirements on or before **April 8, 2026**.
 8. The criteria and point system for evaluative assessment for positions are as follows:

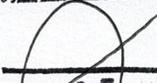
Criteria	Breakdown of Points for SCHOOL COUNSELOR ASSOCIATE I	Breakdown of Points for PDO I
a. Education	10	5
b. Training	10	10
c. Experience	10	15
d. Performance	20	20
e. Outstanding Accomplishment	10	10
f. Application of Education	10	10
g. Application of Learning and Development	10	10
h. Potential (Written Exam, BEI)	20	20
Total	100	100

9. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO V
 (Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: 
 Date: 25 MAR 2026