



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

Office of the Schools Division Superintendent

September 29, 2026

DIVISION MEMORANDUM
No. 407, s. 2026

**CALL FOR APPLICANTS FOR THE SCHOOL COUNSELOR ASSOCIATE I
POSITION**

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

1. In accordance with DepEd Order No. 019, s. 2026 and DepEd Order No. 007, s. 2023, this Division hereby announces the **Call for Applicants for the School Counselor Associate I Position**.
2. Interested applicants must meet the Qualification Standards (QS) for the position.

Position	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 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

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 prepare the following documentary requirements for upload through the **Agile Gateway for Appointments and Placements (AGAP) System in Portable Document Format (PDF)**, with a maximum file size of **5 MB** per document. Hard copies shall likewise be retained by the applicants for reference and verification purposes, if needed.

- 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 2026) 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

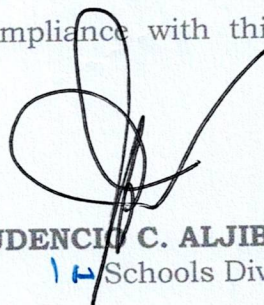
- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.
5. All applications and documentary requirements shall be submitted exclusively through the Agile Gateway for Appointments and Placements (AGAP) System.
6. Applicants are advised to read the AGAP Portal Guide before creating an account and submitting their applications through the AGAP System.

AGAP Portal Guide: <https://tinyurl.com/AGAP-Portal-Guide>

7. Interested and qualified applicants shall accomplish the online application form and upload all required documentary requirements through the AGAP System using the following link:

AGAP Application Portal: <https://tinyurl.com/AGAP-Portal>

8. For inquiries or concerns, please contact Ms. Eunice V. Taringting, Human Resource Management Officer (HRMO), through mobile number **09550825261**.
9. Applications must be submitted on or before **October 7, 2026, not later than 5:00 P.M.** Only applications successfully submitted through the AGAP System within the prescribed period shall be considered.
10. Immediate dissemination of and compliance with this Memorandum are desired.



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