



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

August 6, 2026

DIVISION MEMORANDUM  
No. 446 ,s. 2026

SUBMISSION OF APPLICATION FOR VACANT SCHOOL COUNSELOR ASSOCIATE I POSITION

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals/Head Teacher-In-Charge of the District  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Pursuant to **DepEd Order No. 19, s. 2022** titled “*The Department of Education Merit Selection Plan*”, and **DepEd Order No. 007, s. 2023** titled “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*”, **this Office announces the submission of application for School Counselor Associate I position. Interested applicants** are advised to submit their application documents through the **Agile Gateway for Appointment and Placement (AGAP) not later than 5:00 p.m. of August 18, 2026 (Tuesday)**, using the link: <https://tinyurl.com/AGAP-Portal>.
2. **Esponsing the principles of merit, fitness, and equal opportunity, all interested applicants are encouraged to apply regardless of age, gender, civil status, disability, ethnicity, social status, religion, and political affiliation.** Only those applicants who met the minimum Qualification Standards shall proceed to further assessment as indicated in DepEd Order No. 007, s. 2023.
3. Interested applicants shall upload the following documentary requirements through the AGAP System on or before the set deadline:
  - a. **Letter of intent addressed to the Schools Division Superintendent, FELICIANO C. BUENAFE JR, CESO V;**
  - b. **Duly accomplished PDS (CS Form No. 212, Revised 2026) with Work Experience Sheet;**
  - c. **Photocopy of CSC Certificate of Eligibility or valid PRC License/ID, if applicable;**
  - d. **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;**
  - e. **Photocopy of Certificate/s of Training acquired within the last 5 years or after the latest promotion, if applicable;**
  - f. **Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;**
  - g. **Photocopy of latest appointment, if applicable;**
  - h. **Photocopy of the 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; and**
  - i. **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), using the attached form, notarized by authorized official.**
1. **Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:**



Poblacion, Numancia, Aklan  
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741  
Website: <http://www.depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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- 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 Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.
4. Applicants who failed to upload complete documentary requirements on the set deadline shall not be included in the pool of official applicants. **No new additional documents shall be accepted after the set deadline.**
5. For additional information, applicants may also download and review the relevant enclosures of DepEd Order No. 007, s. 2023 for a more comprehensive guide on the criteria:
- a) **Enclosure no. 4 Criteria and Point System for Hiring and Promotion to Related-Teaching Positions**
6. To support the efficient, transparent, and timely implementation of the RSA process, the AGAP System shall serve as the Department’s official end-to-end digital platform for the recruitment, selection, appointment, deployment, and monitoring of SCA I positions.
7. Applicants are encouraged to familiarize themselves with the AGAP System by referring to the AGAP User Manual and Video Tutorials, which may be accessed through the following link: **<https://tinyurl.com/AGAP-Portal-Guide>**.
8. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document submitted shall be grounds for disqualification.**
9. Qualified applicants will be notified to undergo the interview, open ranking and other evaluative assessments through their registered email address and/or official announcement posted on the SDO Aklan Facebook page.
10. Expenses of the HRMPSTB relative to the evaluation of documents, deliberation and preparation of Comparative Assessment Result (CAR) and other related activities, shall be charged against the Division MOOE Funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
11. Immediate and wide dissemination of this Memorandum is desired.

  
**FELICIANO C. BUENAFE JR. CESO V**  
Schools Division Superintendent

Reference: As stated  
Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES                      HIRING                      POLICY                      RECRUITMENT

RFD/mtb





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Enclosure No. 1 to Division Memorandum No. 446 , s. 2026

| Office/School Assignment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Position/<br>Salary Grade/<br>Monthly Salary                           | Education                                                                                                                                                                                                                                                                                                                                                                                                                                            | Training      | Experience    | Eligibility                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------------------------------------------------|
| Elementary Schools (18 items)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>School<br/>Counselor<br/>Associate I</b><br><br><b>SG-11/ 31705</b> | Bachelor's Degree in Guidance and Counseling or Psychology; or<br><br>Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or<br><br>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 |
| Junior High Schools (47 items)<br><br>Altavas National School<br>Bacan National High School<br>Bay-ang Magpag-ong National High School<br>Boracay National High School<br>Dr. Ramon B. Legaspi, Sr. National High School<br>Camaligan National High School<br>Candelaria National High School<br>Father Julian C. Rago Memorial National High School<br>Jose Borromeo Legaspi Memorial National High School<br>Libacao National Forestry Vocational High School<br>Linabuan National High School<br>Madalag National High School<br>Malay National High School<br>Malinao School for Philippine Craftsmen<br>Maloco National High School | <b>School<br/>Counselor<br/>Associate I</b><br><br><b>SG-11/ 31705</b> | Bachelor's Degree in Guidance and Counseling or Psychology; or<br><br>Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or<br><br>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                                                         | None required | None required | Career Service (Professional); Second Level Eligibility |





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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------|--|--|--|
| Naile National High School<br>Naisud National High School<br>Gaudencio L. Vega National High School<br>Numancia Integrated School<br>Numancia National School of Fisheries<br>Ochando National High School<br>Ondoy National High School<br>Regional Science High School for Region VI<br>Rizal J. Rodriguez Sr. National High School<br>Solido National High School<br>Tangalan National High School<br>Toledo National High School<br>Unidos National High School<br>Union National High School<br>Linayasan National High School<br>Guadalupe National High School<br>Aguinaldo T. Repiedad Sr. Integrated School<br>Ibajay Integrated School<br>Lamberto H. Tirol National High School<br>Lezo Integrated School<br>Makato Integrated School<br>Manocmanoc National High School<br>Tamalagon Integrated School<br>Pinamuk-an Integrated School<br>Jawili Integrated School<br>Kalibo Integrated Special Education Center<br>Habana Integrated School<br>Balete Integrated School<br>Bakhaw Norte Integrated School<br>Laserna Integrated School<br>Laguinbanua Integrated School<br>Bulwang Integrated School |  | counseling, preferably in a school or community setting |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------|--|--|--|





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Enclosure No. 2 to Division Memorandum No. **446** , s. 2026

**Schedule of activities for the Recruitment and Selection of Applicants  
for the School Counselor Associate I position**

| Activity                                                                                                                                                                                    | Schedule                             | Venue                                    | Person In-Charge                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------|---------------------------------------------------|
| Submission of Application Documents (ONLINE) to the <b>AGAP Portal</b>                                                                                                                      | August 7-18, 2026                    | Online                                   | Applicants                                        |
| Conduct of initial evaluation and preparation of Initial Evaluation Result (IER)                                                                                                            | August 18-28, 2026                   | Division Office Conference Hall          | HRMO & Selected AO II                             |
| Evaluation/Open Ranking of submitted documents for the Education, Training, Experience (ETE), Performance, Outstanding Accomplishment, Interview and other Evaluative Assessment Activities | August 31, 2026 to September 9, 2026 | To be announced in a separate Memorandum | Division HRMPSB and Sub-committee in the District |
| HRMPSB Deliberation and preparation of Comparative Assessment Result (CAR)                                                                                                                  | September 10-11, 2026                | Division Office Conference Hall          | HRMPSB and Secretariat                            |
| Posting of the signed Comparative Assessment Result (CAR)                                                                                                                                   | September 14-25, 2026                |                                          | HRMPSB and Secretariat                            |
| Selection and Issuance of Appointment                                                                                                                                                       | September 28, 2026 onwards           |                                          | Schools Division Superintendent                   |

**Note: The Division HRMPSB may adjust the schedule of activities based on their needs or availability. Applicants are requested to check their registered e-mail address or the AGAP Portal for further details and/or announcements.**





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Annex C-1

CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_  
Office: \_\_\_\_\_  
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 Office/sub-committee) |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------|
|                                                                                                                                                                                                                                                                                                                                      |                                                                                    | Status of Submission<br>(Check if complied)                            | Remarks |
| a. Letter of intent addressed to the SDS                                                                                                                                                                                                                                                                                             |                                                                                    |                                                                        |         |
| b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)                                                                                                                                                                                                                                                  |                                                                                    |                                                                        |         |
| c. Photocopy of Voter's ID and/or any proof of residency                                                                                                                                                                                                                                                                             |                                                                                    |                                                                        |         |
| d. Photocopy of valid and updated PRC License/ID                                                                                                                                                                                                                                                                                     |                                                                                    |                                                                        |         |
| e. Photocopy of Certificate of Board Rating                                                                                                                                                                                                                                                                                          |                                                                                    |                                                                        |         |
| f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)                                                                                                                                                           |                                                                                    |                                                                        |         |
| g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable                                                                                                                                                                                                                                     |                                                                                    |                                                                        |         |
| h. Photocopy of latest appointment (for those applying for promotion)                                                                                                                                                                                                                                                                |                                                                                    |                                                                        |         |
| i. Photocopy of certificate/s of relevant specialized trainings or professional development programs                                                                                                                                                                                                                                 |                                                                                    |                                                                        |         |
| j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II , Trainers Methodology Certificate (TMC), if applicable                                                                                                                                                              |                                                                                    |                                                                        |         |
| k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position) |                                                                                    |                                                                        |         |
| l. Checklist of Requirements, CAV, Data Privacy Consent Form                                                                                                                                                                                                                                                                         |                                                                                    |                                                                        |         |
| m. Other documents as may be required by the HRMPSTB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs                                                                                                                                                          |                                                                                    |                                                                        |         |

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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a] [where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



Poblacion, Numancia, Aklan

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Website: <http://www.depedaklan.online>

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