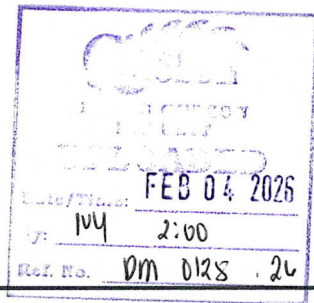




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



02 February 2026

**DIVISION MEMORANDUM**

No. 0128, s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE CONVERSION AND RECLASSIFICATION OF EXISTING GUIDANCE COUNSELOR AND GUIDANCE COORDINATOR POSITIONS PURSUANT TO RA NO. 12080**

**To:** Assistant Schools Division Superintendents  
Division Chiefs – CID/SGOD  
Guidance Counselors  
Guidance Coordinators  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to DepEd Memorandum DM-OUHROD-2026-0135 dated 22 January 2026, titled "*Conversion and Reclassification of Existing Guidance Counselor and Guidance Coordinator Positions Pursuant to Republic Act No. 12080*", this Office announces the submission of documentary requirements for the conversion and reclassification of existing Guidance Counselors and Guidance Coordinators position **on or before February 11, 2026** at the **Division Office (Personnel Section)**.
2. **All Guidance Counselors and Guidance Coordinators** are hereby directed to **prepare and submit the following mandatory documentary requirements** to the **Division Human Resource Management Office (HRMO)**:
  - a. Letter of Intent addressed to the Schools Division Superintendent;
  - 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 records (i.e., Special Orders, Transcript of Records [TOR], and Diploma), including completion of graduate and post-graduate units/degrees, if available;
  - f. Photocopy of duly signed Service Record;
  - g. Photocopy of certificate/s of relevant training;

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>



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- h. Photocopy of Performance Rating in the last rating period covering one (1) complete performance cycle in the current position; and
  - i. Checklist of Requirements and **Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV)** of submitted documents and **Data Privacy Consent Form** pursuant to RA No. 10173.
3. The Division HRMO shall **evaluate the qualifications of incumbents** and determine the appropriate position for reclassification or retitling based on the proposed Qualification Standards (QS). Only **Registered Guidance Counselors (RGCs)** and **Registered Psychologists (RPsy)** may be considered for the School Counselor position, while non-RGCs and non-RPsy incumbents shall be reclassified or retitled to the appropriate **School Counselor Associate** position.
  4. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Percp02/02/2026

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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:

## 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 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](mailto: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](mailto:bhrod.oed@deped.gov.ph) or call (02) 8633-5375.