



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

03 February 2026

DIVISION MEMORANDUM  
No. **55**, s. 2026

**SUBMISSION OF DOCUMENTS FOR THE CONVERSION AND  
RECLASSIFICATION OF EXISTING GUIDANCE COUNSELOR AND GUIDANCE  
COORDINATOR POSITIONS PURSUANT TO RA 12080**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors/District-In-Charge  
Administrative Officer V  
Section and Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. In reference to **MEMORANDUM DM-OUHROD-2026-0135** titled "*Conversion and Reclassification of Existing Guidance Counselor and Guidance Coordinator Position Pursuant to RA 12080*", this office would like to inform all Human Resources of the Division with a Guidance Counselor and Guidance Coordinator Plantilla Items to submit one (1) copy of the following documents arranged accordingly in one (1) long folder until February 9, 2026 at 5:00pm for the conversion/reclassification of their position:

- 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 record (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;
- h. Photocopy of the 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 the



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- j. documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012).
2. For information, guidance and wide dissemination.

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

