



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





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

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 

