



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

29 July 2026

DIVISION MEMORANDUM
No. **283**, s. 2026

**CALL FOR THE SUBMISSION OF APPLICATION
FOR THE ASSESSMENT OF SCHOOL COUNSELOR ASSOCIATE I**

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. DepEd – SDO Nueva Vizcaya is pleased to inform all interested applicants that the office is now accepting applications for the position of **SCHOOL COUNSELOR ASSOCIATE I** with the following **Qualification Standard** and **School Assignments** until **August 13, 2026**:

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
SCHOOL COUNSELOR ASSOCIATE I SG – 11 Elementary: - Aritao Central School - Bagabag Central School - Bambang North C/S - Bayombong Central School/SPED Center - Bayombong South ES - Bonfal Pilot CS - Diadi CS - Dupax del Norte CS - Didipio ES - Kasibu Central School - Runruno Elementary School	EDUCATION: 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	DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)



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

• Solano South CS • Villaverde Central School Secondary: • Ambaguio High School • Aritao National High School • Bone North IS • Bagabag NHS • Murong Agri-Fishery School • Bambang CS Integrated SPED Center • Sto. Domingo IS • San Fernando Integrated School • Bonfal National High School • Dupax Del Norte National High School • Munguia NHS • Belance Technical Vocational School • Dupax del Sur NHS • Sta. Cruz Pingkian High School • Eastern Nueva Vizcaya National High School • Malabing Valley NHS • Bua IS • Kasibu National Agricultural School • Kongkong Valley NHS • Quezon NHS • Runruno National High School • Solano East Integrated School • Solano High School • Uddiawan National Agro-Industrial School	counseling, preferably in a school or community setting EXPERIENCE: None Required TRAINING: None Required ELIGIBILITY: Career Service Professional/ Second Level Eligibility	
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Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

COMPETENCIES		
Functional Competencies/ Key Result Area: • Individual Inventory and Assessment • Delivery of Mental Health and Psychosocial Support Services • Information Service and Capacity Building • Documentation, Reporting and Research • Community Engagement	Core Behavioral Competencies: • Self- Management • Professionalism and Ethics • Result Focus • Teamwork • Service Orientation • Innovation	Leadership Competencies: • Oral Communication • Written Communication • Computer ICT Skills

2. DepEd Schools Division of Nueva Vizcaya adheres to the Equal Employment Opportunity Principle (EEOP) in the implementation of its Recruitment, Selection and Placement. In this regard, applications from all qualified individuals regardless of age, sex, gender identity, sexual orientation, disabilities, religion and/or indigenous group membership are hereby encouraged.

3. All interested applicants are advised to submit the following documents online through the following link <https://tinyurl.com/AGAP-Portal>. In addition, a hard copy of the said document shall also be submitted through the division's Record Section for further evaluation. Only applications and supporting documents successfully submitted through the portal within the prescribed submission period shall be received and accommodated.

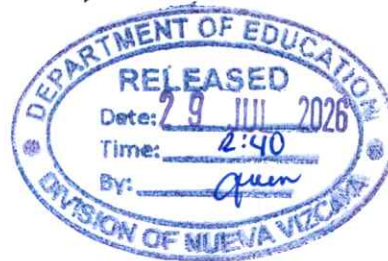
- a. Application Letter addressed to the Head of Agency attention Human Resource Management Officer
- b. Duly notarized Personal Data Sheet (**PDS Form 212 – revised 2026**) with Work Experience Sheet
- c. Photocopy of scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- d. Photocopy of Certificate of Eligibility/Rating
- e. Photocopy of Service Record/ Certificate of employment if applicable
- f. Photocopy of Performance rating documents if applicable
- g. Photocopy of Certificate of Trainings relevant to the position being applied for



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

- h. Photocopy of General Weighted Average (GWA)
 - i. Other required position **documents (please see Annex A for additional requirements to be attached in the application)**
4. For the steps and instructions on how to Apply and Submit Application, please refer to **Annex B**.
5. Applicants in need of technical assistance in the submission of documents are welcome to visit the Human Resource Management Office.
6. Immediate dissemination of this memorandum is desired.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent





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

ANNEX A

ADDITIONAL DOCUMENTS TO BE SUBMITTED FOR THE ASSESSMENT TO BE INCLUDED UNDER OTHER REQUIRED POSITION DOCUMENTS

CRITERIA	Document to submit
a. EDUCATION Units and/or degree relevant to the position to be filled exceeding the maximum qualification requirements as defined in the Civil Service approved Qualification Standards	Transcript of Records / certification of grades for Bachelor's degree and Masteral/Doctoral Degree
b. TRAINING Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC approved Qualification Standards, acquired after the last promotion but within the last five (5) years;	Certificate of Trainings (Xeroopy)
c. EXPERIENCE Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved Qualification Standards	Certificate of Employment/ Service Record
d. PERFORMANCE Performance refers to the assessment of how tasks, duties, and responsibilities are carried out or accomplished by the applicant as evidenced by performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.	Positions with experience Requirement: - Performance Rating relevant to the position to be filled (1 year) Positions with no experience requirement: - Civil Service Rating - PRC Rating - Certificate as Cum laude, Magna Cum laude or Summa Cum laude - GWA
e. OUTSTANDING ACCOMPLISHMENTS Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which	a. Awards and Recognition This refers to citations or commendations, academic or inter-school awards, or outstanding employee awards.



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

were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.	b. Research and Innovation - Research Conducted c. Subject Matter Expert/ Membership in National TWGs or Committees - Certificate as Subject Matter Expert or Certificate as National TWG d. Resource Speakership/ Learning Facilitation - Certificate of Recognition as Resource Speaker e. NEAP Accredited Learning Facilitator - Certification as NEAP Facilitator
f. APPLICATION OF EDUCATION Application of education is the contribution made by an applicant to their workplace as a result of their learning from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.	Positions with experience requirement: Application of education is the contributions made by the applicant to their workplace as a result of their learning from their education degrees or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Positions with no experience requirement: Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/ grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission of Higher Education (CHED) or other certifications
g. APPLICATION OF LEARNING AND DEVELOPMENT (L & D) Application of L & D is a proven success of the learnings gained	1. Certificate of Training or Certification on any applicable L & D intervention acquired



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

from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work.	2. Action Plan/ Re-entry Action Plan/Job Embedded Learning 3. Accomplishment report with General Certification that the L & D intervention was adopted by the office
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Assessment of Potential

a. Written Examination and Skills or Work Sample Test

- Applicants will be notified through memorandum of the schedule of the Written Examination and Skills/Work Sample Test

b. Behavioural Events Interview (BEI)

- Applicants will be notified through memorandum of the schedule of the Interview



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

ANNEX B

A. CREATE YOUR ACCOUNT

1. Open the AGAP Portal (<https://tinyurl.com/AGAP-Portal>)
 - a. Go to the AGAP Portal.
 - b. Select Login or Create Account.
2. Register your account
 - a. Enter your required personal information.
 - b. Provide an active email address and mobile number, if required.
 - c. Create and confirm a secure password.
 - d. Submit the registration form.

B. CREATE YOUR PROFILE

1. Open your application profile
 - a. After logging in, go to My Profile.
 - b. Start completing your applicant details.
 - c. Make sure your information is accurate, complete, and consistent with your documents.
2. Complete your records
 - a. Personal and contact information
 - b. Educational background
 - c. Eligibility, license, or certification
 - d. Work experience
 - e. Training and learning development records
 - f. Performance rating and other credentials, if required
3. Upload profile documents
 - a. Personal Data Sheet or equivalent profile document
 - b. Transcript of Records or education documents
 - c. Eligibility, license, or certification proof
 - d. Performance rating documents
3. Save and Review your Profile
 - a. Save your profile
 - b. Review every section
 - c. Correct incomplete or inaccurate information
 - d. Update your profile whenever your credentials change

C. FIND OPEN POSITIONS

1. Open the list of positions
 - a. Go to Job Portal.



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

- b. Review the list of published positions.
 - c. Use filters if available.
2. Review each position carefully
 - a. Position title, office or unit, salary grade, employment type, and place of assignment
 - b. CSC-approved Qualification Standards
 - c. Required education, experience, training, and eligibility
 - d. Job Description and hiring purpose
 - e. List of requirements and application deadline
4. Check if you qualify
 - a. Compare your profile against the required education, experience, training, eligibility, and documents.
 - b. Review your supporting records carefully before submitting.
 - c. Confirm the deadline and submit before it closes.

D. APPLY TO A POSITION

1. Select the position
 - a. Open the position you want to apply for.
 - b. Review the full details again.
 - c. Select Apply.
2. Confirm your profile and documents
 - a. Review the profile information that will be used for the application.
 - b. Confirm that education, experience, training, eligibility, and documents are complete.
 - c. Update your profile first if important information is missing.
3. Submit the application
 - a. Review the position applied for.
 - b. Review your profile and attached credentials.
 - c. Confirm that the application is complete.
 - d. Submit the application and wait for the confirmation message.
 - e. Take note of the application reference number.

E. APPLY TO MULTIPLE POSITIONS

1. Review other vacancies
 - a. Return to the open positions list.
 - b. Review other positions that match your qualifications.
 - c. Open each position and read the requirements carefully.



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

2. Submit separate applications
 - a. Apply separately to each position.
 - b. Confirm that your profile and credentials satisfy the specific position requirements.
 - c. Remember that each application is evaluated separately.

F. TRACK YOUR STATUS

1. Open My Applications
 - a. Go to My Applications.
 - b. Review each submitted application.
 - c. Check the position, date submitted, and current status.
2. Understand common results

STAGE OR RESULT	MEANING
Application Submitted	Your application has been submitted and received by the portal.
Pending QS Review	Your application is waiting for review against the Qualification Standards.
Qualified	You met the minimum Qualification Standards for the position.
Disqualified	You did not meet one or more minimum Qualification Standards for the position.
Excluded	Your submitted documents are incomplete, so the application cannot proceed.
Assessment Not Started	The assessment stage has not started yet.
Assessment Started	The assessment stage has started or is currently in progress.
Assessment Completed	The required assessment stage has been completed and is ready for review.
Appointed	You were selected and appointed for the position.
Not Appointed	You were not selected for appointment after the final review.