



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
 Superintendent**

22 Apr 2024

DIVISION MEMORANDUM
 OSDS No. **069**, s. 2024

NOTICE OF VACANCY FOR GUIDANCE COUNSELOR I, II AND III

To: Assistant Schools Division Superintendent
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce the vacant position/s:

a. Position Details

Position Title	No.	Plantilla Item Number	Place of Assignment
Guidance Counselor III	1	GUIDC3-840001-2014	Libertad NHS
Guidance Counselor II	1	GUIDC2-840002-2014	Lamian NIIS
Guidance Counselor I	2	GUIDC1-840035-2009 GUIDC1-840151-2008	Poblacion Polomolok NHS
Guidance Counselor II (Senior High School)	33	GUIDC2-841599-2016	SDO South Cotabato
		GUIDC2-841600-2016	SDO South Cotabato
		GUIDC2-841601-2016	SDO South Cotabato
		GUIDC2-841602-2016	SDO South Cotabato
		GUIDC2-841603-2016	SDO South Cotabato
		GUIDC2-841604-2016	SDO South Cotabato
		GUIDC2-841605-2016	SDO South Cotabato
		GUIDC2-841606-2016	SDO South Cotabato
		GUIDC2-841607-2016	SDO South Cotabato
		GUIDC2-841608-2016	SDO South Cotabato
		GUIDC2-841609-2016	SDO South Cotabato
		GUIDC2-841610-2016	SDO South Cotabato
		GUIDC2-841611-2016	SDO South Cotabato
		GUIDC2-841612-2016	SDO South Cotabato
		GUIDC2-841613-2016	SDO South Cotabato
GUIDC2-841614-2016	SDO South Cotabato		
GUIDC2-841615-2016	SDO South Cotabato		
GUIDC2-841616-2016	SDO South Cotabato		



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

Position Title	No.	Plantilla Item Number	Place of Assignment
		GUIDC2-841617-2016	SDO South Cotabato
		GUIDC2-841618-2016	SDO South Cotabato
		GUIDC2-841619-2016	SDO South Cotabato
		GUIDC2-841620-2016	SDO South Cotabato
		GUIDC2-841621-2016	SDO South Cotabato
		GUIDC2-841622-2016	SDO South Cotabato
		GUIDC2-841623-2016	SDO South Cotabato
		GUIDC2-841624-2016	SDO South Cotabato
		GUIDC2-841625-2016	SDO South Cotabato
		GUIDC2-841626-2016	SDO South Cotabato
		GUIDC2-841627-2016	SDO South Cotabato
		GUIDC2-841628-2016	SDO South Cotabato
		GUIDC2-841629-2016	SDO South Cotabato
		GUIDC2-841630-2016	SDO South Cotabato
		GUIDC2-841631-2016	SDO South Cotabato

b. CSC Qualification Standards

Position Title	Guidance Counselor III
Salary Grade	13
Basic Monthly Salary	Php 31, 320.00
Education	Masters degree in Guidance and Counseling
Experience	None required
Training	None required
Eligibility	RA 1080 (Guidance Counselor)

Position Title	Guidance Counselor II
Salary Grade	12
Basic Monthly Salary	Php 29, 165.00
Education	Masters degree in Guidance and Counseling
Experience	None required
Training	None required
Eligibility	RA 1080 (Guidance Counselor)

Position Title	Guidance Counselor I
Salary Grade	11
Basic Monthly Salary	Php 27, 000.00
Education	Master's degree in Guidance and Counseling
Experience	None required
Training	None required
Eligibility	RA 1080 (Guidance Counselor)



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

c. Duties and Responsibilities

- This position provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.

d. Documentary Requirements

- i. Letter of intent address to the Schools Division Superintendent

LEONARDO M. BALALA, CESO V

Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of Eligibility (RA 1080, Guidance Counselor);
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. If the General Weighted Average (GWA) is not specified in the Transcript of Records, ensure to attach a Certificate of GWA issued by the school;
- vii. Photocopy of Certificate of Relevant Trainings;
- viii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- ix. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- x. Checklist of Requirements and Omnibus Sworn Statement on the Certification and 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 DepEd Order 007, s. 2023: Annex C; and
- xi. Other documents that can use as means of verification on the following:
 1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

2. Application of Education;
3. Application of Learning and Development; and
4. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in Item d(ix) is not relevant to the position.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, **“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”** enclosure No. 4: **Criteria and Point System for Hiring and Promotion to Related-Teaching Positions**. The following is the point system for Evaluative Assessment for Related-Teaching Positions: SG 11-15:

Criteria	Breakdown of Points SG 11-15
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

3. Applicants shall submit pertinent documents to the School/District Administrative Officers where the vacancy exists. Additionally, applicants for the SHS Guidance Counselor position shall also submit to the nearest School/District. The deadline for submission is on **May 7, 2024**. Administrative Officers shall prepare the Initial Evaluation Result (IER) and shall submit all application documents to the Schools Division Office on or before May 10, 2024. No pertinent papers shall be accepted thereafter.

4. Pertinent papers of applicants shall include table of contents, and should be properly earmarked and sequentially arranged.

5. Applicants will be notified of the conduct of the activities or any changes in the recruitment and selection activities via email, mobile/telephone, or through social media messaging.

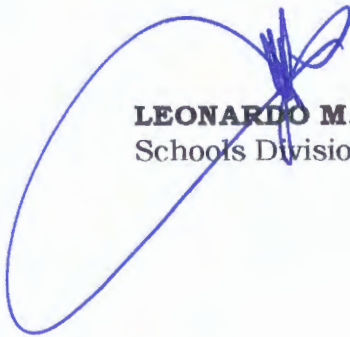

6. This division practices Equal Employment Opportunity Principle and accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

7. To ensure timeliness of the recruitment and selection process, HRMPSB, may adopt remote modalities such as Microsoft Teams, for recruitment and selection, as deemed practicable and applicable.
8. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, Administrative Officer IV, at telephone number 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
9. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent 

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT HIRING
RECRUITMENT

NHT/DM- notice of vacancy for guidance counselor i, ii, and iii
0000/April 22, 2024