



Republic of the Philippines
Department of Education
REGION VII, CENTRAL VISAYAS
DIVISION OF TALISAY CITY

August 3, 2026

DIVISION MEMORANDUM

No. 386, s. 2026

CALL FOR APPLICATIONS FOR RELATED-TEACHING AND
NON-TEACHING POSITIONS FOR S.Y. 2026-2027

To: Assistant Superintendent
Chiefs, CID/SGOD
Education Program Supervisors
District Supervisors
Elementary and Secondary School Heads

1. This Office hereby announces the acceptance of application for newly created School Counselor Associate I (Related-Teaching), Project Development Officer I (PDO I), Administrative Assistant II (Disbursing Officer II), and Administrative Assistant III (Senior Bookkeeper) positions for S.Y. 2026-2027 of this Division:

POSITIONS	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	NO. OF VACANCIES	ASSIGNMENT/STATION
School Counselor Associate I (SCA I)	11	Bachelor's Degree in Guidance and Counseling or Psychology; or Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance 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	None required	None required	Career Service (Professional) Second Level Eligibility	20	Biasong ES, Borromeo ES, Brothers ES, Dumlog ES, Laray ES, Mohon ES, San Roque ES, Talisay City Central ES, Tanke ES, Vicenta A. Manreal ES, Bulacao ES, Camp 4 ES, Candulawan ES, Jaclupan ES, San Isidro ES, Tabunoc Central School, Lagtang ES, Lawaan ES, Lawaan III ES, Linao ES, Maghaway ES



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		practicum or internship experience on guidance and counseling, preferably in a school or community setting				8	Jaclupan NHS, Maghaway NHS, Tangke NHS, San Roque NHS, Poooc NHS, Lagtang NHS, Lawaan III NHS, Bulacao NHS
Project Development Officer I (PDO I)	11	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	3	Borromeo Brothers ES, San Roque ES, Mohon ES
						1	Lawaan NHS
Administrative Assistant II (Disbursing Officer II)	8	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	1 year relevant experience	4 hours relevant training	Career Service Subprofessional (First level Eligibility)	1	Elementary
Administrative Assistant III (Senior Bookkeeper)	9	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	1 year relevant experience	4 hours relevant training	Career Service Subprofessional (First level Eligibility)	4	Elementary
						5	Junior School High

2. References for the Ranking guidelines are the following:
- a. **DepEd Order No. 19, s. 2022** entitled “The Department of Education Merit Selection Plan”.
 - b. **DepEd Order No. 007, s. 2023** entitled “Guidelines on Recruitment, Selection and Appointment in the Department of Education”.



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3. Applicants for **SCHOOL COUNSELOR ASSOCIATE I (SCA I)** are **required** to register in the **AGAP (Application Gateway for Applicant's Portal) System**, by creating an account and completing their applicant profile through this link: <https://tinyurl.com/AGAP-Portal>. For a step-by-step video tutorial on account registration and profile creation, applicants may access the guide through this link: <https://tinyurl.com/AGAP-Portal-Guide>. Applicants may also refer to the step-by-step instructions provided below, to guide them through the registration and profile creation process:

3.1 CREATING ACCOUNT:

- On AGAP Portal homepage, click "**LOGIN**" then click "**Register Here**"
- Enter the required information such as:
 - Full Name
 - Active email address
 - Mobile number
 - Preferred username (if applicable)
 - Password
- Be sure to review the information you entered, then click **Register**

3.2 CREATING PROFILE:

- Log in to AGAP System using the credentials you created.
- Go to My Profile and start completing applicants' details.
- Make sure that all information is accurate, complete, and consistent with your documents.
- Complete your record by providing the following information:
 - Personal and contact information
 - Educational background
 - Eligibility
 - Work experience
 - Training and learning development
 - Performance rating and other credentials, if required

3.3 UPLOADING PROFILE DOCUMENTS:

- Prepare scanned copies of following documents:
 - a. Letter of intent addressed to the Schools Division Superintendent;

DR. ARDEN D. MONISIT
Schools Division Superintendent

Attention: **DR. CHRISTINE A. PAQUIBOT, CESO VI**
Assistant Schools Division Superintendent
HRMPSB Chairman

- b. Duly accomplished PDS (CS Form No. 212, Revised 2026) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ ID, if applicable;
- d. Photocopy of Certificate of Eligibility / Rating, if applicable;



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- e. 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;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirement 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), using the attached form, sworn before any public officer authorized to administer oath pursuant to Book 1, Chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 107553. See attached (Enclosure A)
- k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
- l. Certification that the documents submitted electronically are faithful reproductions of the original documents.

Once uploaded, hard copies of the documents, placed in one (1) long white folder fastened at the top with tabbing, must be submitted to the Division Office, through the Records Unit, on or before August 20, 2026.

4. All interested and qualified applicants for **Project Development Officer I (PDO I)** and **Administrative Assistant II and Administrative Assistant III** are **required to register at depedtalisayr7.com.ph/hiring** and **upload** the following documents listed below and submit the hard copy to the Division Office, through the Records Section:

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet and latest passport size pictures;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;



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- j. Checklist of Requirement 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*), using the attached form, **sworn before any public officer authorized to administer oath pursuant to Book 1, Chapter 10, Section 41 of EO 292, as mended by Republic Act (RA) No. 6733 and as further amended by RA 107553.** See attached (*Enclosure A*)
- k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
- l. Certification that the documents submitted electronically are faithful reproductions of the original documents.

Notes:

- Submitted documents shall be considered records of the Division Office and will be retained, in accordance with the office retention policies.**
- All documents must be placed in long white folder with label, fastened at the top of the folder, with tabbing.**
- Applicants are advised to submit one (1) folder for each position applied.**
- Applicants are directed to upload their documents in one PDF file, per position, at depedtalissayr7.com.ph/hiring.**

5. Hereunder are the schedule of Activities.

Date	Venue	Time	Activities
August 10-20, 2026	SDO	8:00 am – 5:00 pm	Submission of the applicant's pertinent documents in one (1) folder with tabs and proof of online registration to the HRMO for verification against the original documents and certification as to completeness, veracity, accuracy, and authenticity of documents. - Applicants who fail to submit complete mandatory requirements (Items 3.a to 3.j) on the set deadline indicated shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 3.k) shall not be basis for exclusion from the pool of official applicants. No additional documents shall be accepted after the deadline. - The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j) duly signed by the applicant.
August 11, 2026	SDO	1:00 pm –	Orientation of Division Sub-Committee by the HRMPSB



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		5:00 pm	Preparation of the venue for the assessment and interview per DSC.
August 21-25, 2026	SDO	8:00 am – 5:00 pm	- Initial Evaluation of the applicants' qualifications vis-à-vis the CSC Approved QS and submission by the HRMO to HRMPSB for deliberation. - Inform Applicants of their Application Code through text.
August 26-31, 2026	SDO	8:00 am – 5:00 pm	- Posting of Initial Evaluation Results (IER) at SDO Official Website, SDO Bulletin Board, near the SDO entrance and to respective school's bulletin board. - Preparation and inform applicants on the schedule of orientation.
September 1-7, 2026	TBA per DSC	8:00 am – 5:00 pm	- Orientation of applicants of the hiring guidelines. - Announcement of the schedules of activities - Interview and signing of Individual Evaluation Sheet
September 8-10, 2026	SDO	8:00 am – 5:00 pm	- Submission of Comparative Assessment Results (CAR) in hard and soft copy (catherine.sanjuan@deped.gov.ph) by the DSC to HRMPSB - Applicants are arranged numerically from highest to lowest rank - Finalization of Comparative Assessment Results by the HRMPSB
September 11-21, 2026			Posting of the CAR will be on the Division Office and in the Division's website. Requests for correction shall only be entertained within 10 calendar days from its date of posting and it should be in writing addressed to Schools Division Superintendent, Dr. Arden D. Monisit
September 22, 2026			Deliberation of HRMPS
September 23, 2026, and onwards			Hiring



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6. The following are the Ranking Committees:

Human Resource Merit Promotion and Selection Board (HRMPSB)	
Chairman	Dr. Christine A. Paquibot, Asst. Schools Division Superintendent
Members	Ms. Rosario Dioko, CES – School Governance Operations Division Dr. Elvira N. Vergara, OIC, Chief – Curriculum Implementation Division Dr. Nanette A. Nacor, Education Program Supervisor Ms. Dianne L. Fernandez, Administrative Officer V Ms. Catherine P. San Juan, HRMO II Mr. Augustus R. Larida, NEU President
Secretariat	Mr. Dino R. Cuyag, Information Technology Officer I Ms. Jessiely T. Mahinay, Administrative Officer II Ms. Chemily B. Rosalyos, Administrative Assistant III Mr. Wendie Deiparine, Administrative Aide VI Ms. Rea Mae Agustinez, Administrative Aide VI Ms. Fretzie L. Mansueto, Administrative Aide VI Ms. Chabelita Cabusas, Admin Staff Mr. Mark Soriaga, ICT Staff

Functions: To further review and evaluate the Comparative Assessment Results prepared by the Division Sub-Committee.

Group A: SCHOOL COUNSELOR ASSOCIATE I	
Chairperson	Dr. Christine A. Paquibot, Assistant Schools Division Superintendent
Co-Chair	Ms. Rosario Dioko, CES – SGOD
Members:	Ms. Ayren S. Belleza, Senior Education Program Specialist Mr. Johnas A. Villaver, School Principal I Dr. Niña Erica T. Omayao, Guidance Counselor II Ms. Ma. Cecilia Lopez, Guidance Counselor II Ms. Catherine P. San Juan, HRMO II
Secretariat	Ms. Jessiely T. Mahinay, Administrative Officer II

Group B: PROJECT DEVELOPMENT OFFICER I	
Chairman	Dr. Elvira N. Vergara, OIC, Chief - CID
Co-Chair	Dr. Violeta A. Arsolon, Education Program Supervisor
Members:	Dr. Edith B. Cahilap, Education Program Supervisor Mr. Geronimo G. Ygoña, Public Schools District Supervisor Ms. Junette G. Abapo, School Principal I Ms. Dianne L. Fernandez, Administrative Officer V Mr. Augustus R. Larida, NEU President
Secretariat:	Mr. Wendie Deiparine, Administrative Aide VI Ms. Rea Mae Agustinez, Administrative Aide VI



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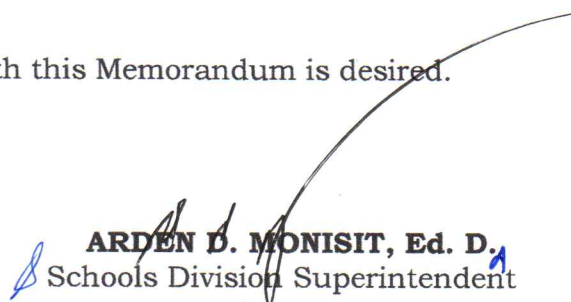
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	Group C: ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) AND ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)
Chairman	Dr. Nanette A. Nacor, Education Program Supervisor
Co-Chair	Dr. Kent D. Medallo, Education Program Supervisor
Members:	Dr. Ma. Angelica M. Lauronilla, District Supervisor Dr. Marissa D. Pelone, Senior Education Program Specialist (M&E) Ms. Eulimae G. Mahilum, Accountant III Mr. Wee Wyn C. Elnas, School Principal I Ms. Ma. Florina A. Lee, Administrative Office II
Secretariat:	Ms. Chemily B. Rosalyos, Administrative Assistant III Ms. Fretzie L. Mansueto, Administrative Aide VI

7. Applicants who do not meet the qualification standards for the position applied for are automatically disqualified to advance in the screening process.
8. It is understood that the submission of documents **beyond the deadline will not be accepted** by this Office.
9. This Division integrates the equal employment opportunity principle in the ranking and hiring which is to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the Department, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation.
10. Members of the Human Resource Merit, Promotion and Selection Board (HRMPSB) and Division Sub-Committee shall be given Compensatory Overtime Credits for the work/services rendered during Saturdays and Holidays.
11. Transportation of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB), Division Sub-Committee and School Committee, and other incidental expenses shall be charged to the Division/School MOOE, subject to availability of funds and the usual accounting and auditing rules and regulations.
12. Immediate dissemination of and compliance with this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent



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“ENCLOSURE A”

CHECKLIST OF REQUIREMENTS

Enclosure A

Name of Applicant: _____
Position Applied For: _____
Office of the Position Applied For: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement		Status of Submission (To be filled-out by the Applicant; Check if submitted)	Verification (To be filled-out by the HR)	
			Status of Submission (Check if Complied)	REMARKS
a.	Letter of Intent addressed to the Head of Office or highest human resource officer			
b.	Duly Accomplished Personal Data Sheet (PDS) (CS Form 212, Revised 2017) and Work Experience Sheet, if applicable.			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	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			
f.	Photocopy of the Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	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			
k.	Other documents as may be required for the comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in the Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer/Secretariat

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath



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In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that the requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

"ENCLOSURE B"

CERTIFICATION

I, (Name of Applicant), hereby certify that the documents herewith submitted electronically are faithful reproductions of the original documents in hard copy to the Division Office thru the Records Section.

Signature
Applicant's Printed Name
Position
Date



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School Counselor Associate I

Job Summary

The School Counselor Associate I **supports the implementation of mental health and well-being services**, including the **delivery of career, guidance and counseling programs for learners**. The role includes, but not limited to, assisting in learner profiling, conducting initial assessments, facilitating referrals, maintaining documentation, undertaking information and advocacy activities, psychosocial support, and coordinating with stakeholders and partners, under the supervision of the School Counselor.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INDIVIDUAL INVENTORY AND ASSESSMENT	1. Collects and updates learner profile which includes but not limited to personal-social, academic, career, interest, and relevant health related data. 2. Administers standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards, to gather information on learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being. 3. Coordinates with teachers, parents and other relevant stakeholders to ensure personal-social, academic, and career success.

School Counselor Associate I

DELIVERY OF MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT SERVICES	
1.	Supports the development and delivery of localized school-based mental health, well-being, guidance and counseling programs and services aligned to the existing DepEd framework and policy.
2.	Conducts intake and/or follow-up interviews to support case documentation, referral coordination, and the implementation of appropriate learner support services under professional supervision.
3.	Supports planning, preparation and implementation of assessment services and programs through the supervision of School Counselors.
4.	Facilitates group guidance activities that promotes personal-social, academic, career development of the learners under the supervision of a School Counselor.
5.	Assists in career guidance activities implementations and executes referral protocols for career counseling and other support services.
6.	Contributes in equipping the school community with skills for prevention, identification, proper response and referral of learners' mental health.
7.	Provides mental health and psychosocial support services (MHPSS), such as but not limited to psychological and mental health first aid.
8.	Facilitates the referral of learners with but not limited to cases of bullying, learner rights and protection, neglect, abuse, mental health issues, and those with other development needs to appropriate professionals, committees, agencies, institutions, organizations for necessary intervention and aftercare support in coordination with the school counselor and relevant stakeholders.
9.	Assists the School Head in the provision of mental health services for teachers and school personnel through information and referral services, in coordination with the concerned SDO personnel, School Counselors and/or Schools Division Counselor in the MHWO.

School Counselor Associate I

INFORMATION SERVICE AND CAPACITY BUILDING	
1. Contributes in the planning, implementation, and facilitation of mental health awareness activities and well-being programs to promote resilience and well-being among learners and school personnel.	
2. Conducts and supports educational initiatives on mental health and well-being, including but not limited to capacity-building activities, seminars, information campaigns, and other related programs for learners, personnel, parents, and stakeholders to promote awareness, prevention, early identification, appropriate response, and referral of mental health and well-being concerns.	
3. Ensure widest dissemination of information, education and communication (IEC) materials in print and online forms for mental health promotion.	
4. Aids in the delivery of technical assistance to the School Head and SDO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel.	
5. Facilitates the capacity building and organization of peer facilitators to implement support and mentoring programs within the school under the supervision of the School Counselor.	
6. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services.	

School Counselor Associate I

DOCUMENTATION, REPORTING and RESEARCH	1. Ensures proper documentation, handling, and safekeeping of learner records for use in program development and delivery, follow-up and referral services. 2. Documents referred cases of bullying, abuse, or neglect, ensuring proper referral to child learner rights and protection committees or school counselors for counseling intervention. 3. Aids in the delivery of technical assistance to the School Head and SDO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel. 4. Supports the conduct of research on mental health and services delivery and interventions, career development, learner well-being among others as aligned with research agenda of MHWO and needs of the school under the supervision of a School Counselor and/ or Schools Division Counselor. 5. Supports the preparation and submission of annual and consolidated reports, including school mental health data and research, to the School Counselor to facilitate monitoring, evaluation, and enhancement of guidance and counseling programs and services
COMMUNITY ENGAGEMENT	1. Supports in the establishment of linkages in the community and with other stakeholders for the promotion of personal-social development, academic success and career guidance activities, geared towards the holistic well-being of learners. 2. Coordinates and collaborates with teachers, parents, peers, community partners, and other relevant stakeholders in developing and implementing learner support initiatives that promote learners' mental health, psychosocial well-being, personal-social and academic development, and career readiness. 3. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, under the supervision of the School Counselors.

Job Description

Project Development Officer I

		JOB DESCRIPTION		JD No. _____	Revision Code: _____
Department of Education					
Position Title	Project Development Officer I		Salary Grade	11	
Parent/Thematic Title	None		Governance Level	School	
Unit	Elementary School or Junior High School		Division	None	
Reports to	School head		Effectivity Date	None	
Positions Supervised	None		Page/s		

JOB SUMMARY	
Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.	

A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	None required

QUALIFICATION STANDARDS	

Job Description

Project Development Officer I

Key Result Areas	Duties and Responsibilities
Program Management and Implementation	1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities f. Prepare and submit relevant reports 2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities 2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs 3. Prepare communications and correspondence to the concerned School stakeholders
Advocacy	1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	1. As may be assigned by the Supervisor