




Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
 DM-OUHROD-2023-0604

TO : REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS
 CHIEF ADMINISTRATIVE OFFICERS
 ADMINISTRATIVE OFFICERS - PERSONNEL SECTION
 SCHOOL HEADS

FROM :  **GLORIA JUMAMIL-MERCADO**
 Undersecretary for Human Resource and Organizational Development

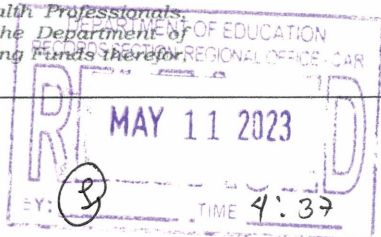
SUBJECT : REQUEST FOR DATA - INVENTORY OF GUIDANCE COUNSELOR POSITIONS IN DepEd (Guidance Counselor I, II, III; Guidance Coordinator I, II, III; Guidance Services Specialist)


DATE : May 5, 2023

The Department of Education (DepEd) Bureau of Human Resource and Organizational (BHROD) is cognizant of the importance of our Guidance and Counseling personnel in ensuring the overall well-being of our learners, teachers, and non-teaching personnel.

The Bureau is currently in the process of reviewing the staffing and structure of the Guidance and Counseling positions in the Department to ensure that this is adequate, relevant, and responsive to the needs of our learners and personnel. Further, the following bills are proposed, and the Department is working closely with the Congress for the needed data/information on Guidance Counselor positions in DepEd:

SENATE BILL NO. 379 - An Act Strengthening the Promotion and Delivery of Mental Health Services in Basic Education Schools through the Institutionalization of the Mental Health and Well-Being Program, Prescribing the Hiring and Deployment of Mental Health Professionals, Prescribing the Creation of Plantilla Positions of Guidance Associates in the Department of Education, Increasing the Salary Grades of Guidance Counselors, Appropriating Funds therefor and for other purposes. - Sen. Win Gatchalian




 Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION


May 11, 2023

**To: Schools Division Superintendents
 All Others Concerned**

For information, dissemination, and immediate compliance.

ESTELA P. LEON- CARIÑO EdD, CESO III
 Director IV/ Regional Director

For the Regional Director:


RONALD B. CASTILLO, CESO V
 Director III/ Assistant Regional Director

ASD/CDAD/eaaf/arf



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ADMINISTRATIVE OFFICERS - PERSONNEL SECTION
SCHOOL HEADS**

FROM :  **GLORIA JUMAMIL-MERCADO**
*Undersecretary for Human Resource and Organizational
Development*

SUBJECT : **REQUEST FOR DATA - INVENTORY OF GUIDANCE
COUNSELOR POSITIONS IN DepEd (Guidance Counselor I, II,
III; Guidance Coordinator I, II, III; Guidance Services
Specialist)**

DATE : May 5, 2023

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In this regard, the BHROD is requesting the field offices to submit relevant data for Guidance Counselor positions in DepEd (Guidance Counselors I-III, Guidance Coordinators I-III, and Guidance Services Specialists) using the attached template **(Annex A)** which will be utilized in order to support the above-mentioned initiatives and bills.

Kindly submit the accomplished Annex A **on or before May 15, 2023**, including a scanned copy of the consolidated report duly signed by the Regional Director and an editable Excel file via email at bhrod.sed@deped.gov.ph and support.nspp@deped.gov.ph.

For queries and clarifications regarding this Memorandum, please coordinate through the above-mentioned emails.

For your compliance.

[BHROD-SED/Mallari]

Consolidated Individual Data of Guidance Counselors
By Region

Region:

- Instructions:**
- The SO shall consolidate the list of Guidance Counselor positions per DDO using the template provided below.
 - Kindly arrange the list according to division. All Divisions under the Region must be included. In case that a certain DDO does not have a Guidance Counselor Position, please indicate N/A in all applicable fields.
 - Provide the latest data as of March 2023.
 - Please refer to the sample provided for further guidance.
- REGISTERED GUIDANCE COUNSELOR:** Refers to licensed individuals under RA 1338 (Guidance Counselor)
NON-REGISTERED GUIDANCE COUNSELOR: Refers to individuals without a Guidance Counselor license

For Non-Registered Guidance Counselor Occupying Guidance Counselor Position in Designated

Do you have a Master's in Guidance and Counseling ?	Yes / No	SEIU	Completed all the requirements for Masters Degree but not enroll to any Masters Degree Program for Guidance and Counseling
Indicate Status if engaging	On-going	With MA Academic Units	Completed all requirements for Guidance and Counseling
	Completed	With MA Academic Units	Completed all requirements for Guidance and Counseling
Other Applicable Eligibility	Current	Current	Currently working with these requirements
	Former	Former	Formerly working with these requirements
	Other	Other	Other
	None	None	None

List of Existing Guidance Counselor Positions under the Region

Region	Division	Position	Parilla No.	Name of Personnel (Name, Mr. surname)	Registered Guidance Counselor (Y/N)	For Non-Registered Guidance Counselor Occupying Guidance Counselor Position in Designated		Other Applicable Eligibility (CSC Prof, LPT, RPg, RPm)	Actual Place of Assignment (SDO/School)	School ID	School Name
						Do you have a Master's in Guidance and Counseling ?	Indicate Status if engaging				

Please mark additional remark if necessary

Prepared by: _____ Approved by: _____

Name: **Jana B. Baya**
 Position: **Administrative Officer**
 Office: **NO**
 Date: **10/02/2023**
 Contact Number: **92705000001**

Name: **Jana A. Daluz Cruz**
 Position: **Regional Director**
 Office: **NO**
 Date: **17/02/2023**
 Contact Number: **8706-0200**

In compliance with Republic Act 10173, the Data Privacy Act of 2012, we shall ensure that all personal information gathered in this form will only be used for its intended purpose and will remain confidential, secured, and protected.