

January 18, 2019

DIVISION MEMORANDUM

NO. 023, s. 2019

**CALL FOR APPLICATION FOR THE POSITION OF
SENIOR HIGH SCHOOL GUIDANCE COUNSELOR II**

TO: OIC, Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID / SGOD
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – Chairman & Members
All Other Concerned

1. This office announces the opening of application for the position of Senior High School Guidance Counselor II, with the following Qualification Standards:

➤ **Guidance Counselor II (SG-12)**

- **Education:** Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling
- **Training:** 4 hours of relevant training
- **Experience:** 1 year of relevant experience
- **Eligibility:** RA 1080 Career Service (Professional) or Appropriate Eligibility for Second Level Position

Number of vacant positions: 15

Job Summary:

- 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.

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 66, s. 2007:

E-folder - A. Letter of Intent addressed to the Schools Division Superintendent

E-folder - B. Personal Data Sheet with picture

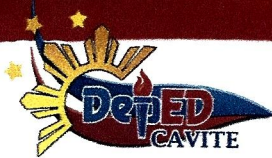
E-folder - C. Performance Rating – 3 consecutive years (if any)

E-folder - D. Experience – Service Record or Certificate of Employment

E-folder - E. Outstanding Accomplishments (if any)

1. Awards 2. Innovations 3. Research 4. Publication

5. Consultant/Resource Speakers in trainings/seminars



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

For Innovations Researches and Publications, scanned copy of front page of programs/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study, memorandum, travel order, certificate and other pertinent documents should be presented during the open ranking.

E-folder - F. Education and Trainings

1. Latest Transcript of Records
2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility

3. CD cover should be labelled with **applicant's name, position desired and contact number**. Likewise, all applicants should bring the hard copy documents during open ranking and interview for validation.

4. Submit on or before **January 31, 2019 (Thursday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite

5. Posting and immediate dissemination of this Memorandum is desired.


CHERRYLOU D. REPIA
Schools Division Superintendent 