



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 1138, s. 2026

OCT 08 2026

**PARTICIPATION IN THE CONDUCT OF THE WORKSHOP ON THE DEVELOPMENT
OF JOB DESCRIPTIONS FOR SUPPORT POSITIONS FOR THE
IMPLEMENTATION OF RA 12080**

To: Schools Division Superintendent of Negros Occidental
Chief, Education Support Services Division
All Others Concerned

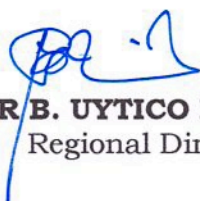
1. This Office, through the Education Support Services Division (ESSD), disseminates Memorandum OM-OUOPS-2026-01-03870 titled **"Conduct of the Workshop on the Development of Job Descriptions for Support Positions for the Implementation of RA 12080"** on October 12-16, 2026 IN NEAP-NCR, Marikina City with the following as participant:

NAME	POSITION/DESIGNATION	STATION
MARYLOU B. SABAN	Guidance Counselor III	SDO Negros Occidental

2. The travel and incidental expenses incurred in the participation of this activity shall be charged against the downloaded **Program Support Funds for various Learner Wellness Office Activities** to the Regional Office which shall be downloaded to SDO Negros Occidental, all subject to the usual accounting and auditing rules and regulations. The SDO concerned is requested to augment the funds should the allocation from the LSP PSF be insufficient.

3. For more information, contact Mrs. Ma. Lira Cynthia B. Quejada, Chief Education Supervisor of the Education Support Services Division, through nir@deped.gov.ph.

4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: as stated

Incl: as stated

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

WORKSHOPS

PROGRAMS



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2026-01 - 03870

FOR : **WILFREDO E. CABRAL**
Undersecretary, Human Resource and Organizational Development

DR. CARMELA C. ORACION
Undersecretary, Learning Systems

DR. MIGUEL ANGELO S. MANTARING
Director IV, Bureau of Learner Support Services

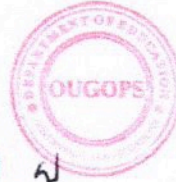
ATTY. RAZZEL ANNE T. REQUESTO
Director IV, Bureau of Learner Support Services

REGIONAL DIRECTORS
NCR, NIR, Region II, Region IV-B, Region VI, Region VII, Region X,
Region XI, CARAGA

FROM : **MALCOLM S. GARMA**
Undersecretary

SUBJECT : **CONDUCT OF THE WORKSHOP ON THE DEVELOPMENT OF
JOB DESCRIPTIONS FOR SUPPORT POSITIONS FOR THE
IMPLEMENTATION OF RA12080**

DATE : September 24, 2026



Republic Act No. 12080, also known as “Basic Education Mental Health and Wellbeing Promotion Act”, and its Implementing Rules and Regulations (IRR) mandate the strengthening and expansion of the mental health services in the basic education.

According to Section 9 of the Act and Section 15 of its IRR, the Department of Budget and Management (DBM), in consultation with the DepEd, the Civil Service Commission (CSC), and relevant professional organizations, is tasked with the creation of the plantilla positions of School Counselor Associate (SCA), School Counselor (SC), and Schools Division Counselor (SDC).

To support the operationalization of these positions, DepEd has already developed the corresponding job descriptions for the SCA, SC, and SDC positions. In addition, DepEd has proposed the creation of complementary support positions necessary for the effective implementation of mental health and guidance and counseling programs

and services across governance levels. As these support positions are not specifically identified in Republic Act No. 12080, there is a need to clearly define their roles, functions, and competency requirements.

In this regard, the Bureau of Learner Support Services (BLSS), through the Learner Wellness Office (LWO), shall conduct a **Workshop on the Development of Job Descriptions for Support Positions for the Implementation of Republic Act No. 12080**. The activity aims to develop and finalize job descriptions for the proposed support positions, ensuring that they effectively complement the work of SCAs, SCs and SDCs, and contribute to the efficient delivery of mental health and guidance and counseling programs and services in schools and field offices.

The activity will be held on **October 12–16, 2026 in NEAP-NCR, Marikina City**.

For reference, attached are the **Indicative Program of Activities** (Annex A), **List of Participants** (Annex B), and **Travel Advisory** (Annex C). Confirmed participants are requested to register through <https://bit.ly/RegistrationWorkshopJDs> on or before **October 7, 2026**.

For more information, please contact **BLSS-LWO** through **Ms. Belle Beatrice D. Hombrebueno** at blss.lwd@deped.gov.ph,

ANNEX A

INDICATIVE PROGRAM

Workshop on the Development of Job Descriptions for Support Positions for the Implementation of RA 12080

TIME	ACTIVITY	Expected Output
DAY 1		
8:00 – 8:30 AM	Travel Registration Preliminaries	N/A
8:30 – 10:00 AM	Lecture 1 by BLSS-LWO - Discussion of DepEd's mandates relative to the RA 12080 - Updates on the Implementation of RA 12080 - Discussion on the mental health and guidance and counselling programs and services	N/A
10:00 -10:30 AM	Health Break	N/A
10:30 AM -12:00 NN	Lecture 2 by BHROD- OED - Discussion of the workshop context, including an orientation on the development of the following: 1. Office Functions; 2. Job Descriptions	N/A
	Workshop 1: Review and Refinement of the office functions of the (3) offices: - Learner Wellness Division, at CO-BLSS - Mental Health, Guidance, and Counseling Section at RO-ESSD Plenary Presentation 1 of Workshop 1 Outputs	Completed prescribed template for office functions
12:00- 1:00 PM	Lunch	N/A
1:00 – 5:00 PM	Continuation: Presentation of Workshop 1 Outputs	Completed prescribed template for office functions

	Lecture 3 by BHROD OED: JDs and QS of SDCs, SCAs, SCs	
DAY 2		
8:00 – 8:30 AM	Preliminaries	
8:30 AM – 12:00 NN	Workshop 2: Development of job descriptions per office through functional matrix template: – Learner Wellness Division at the Central Office – Mental Health, Guidance, and Counseling Section in ESSD at the Regional Office – Mental Health and Well-being Office at the SDO	Drafted JDs of the following: 1. LWD 13 positions -PDO V, PDO IV, PDO III, PDO II, AOIV, AOII, ADASII 2. RO-ESSD- Mental Health, Guidance, and Counseling Section Positions - PDO III, PDO3. - SDO 3. Mental Health and Wellbeing Office - PDO IV, PDO III, PDO II, ADAS II
12:00 – 1:00 PM	Lunch	
1:00 – 5:00 PM	Plenary Presentation 2: Critiquing of the Job Descriptions – Learner Wellness Division at the Central Office – Mental Health, Guidance, and Counseling Section in ESSD at the Regional Office	Drafted JDs of the following 1. LWD 13 positions -PDO V, PDO IV, PDO III, PDO II, AOIV, AOII, ADASII 2. RO-ESSD- Mental Health, Guidance, and Counseling Section Positions - PDO III, PDO3. - SDO
DAY 3		
8:00 – 8:30 AM	Preliminaries	N/A
8:30 AM – 12:00 NN	Continuation: Plenary Presentation 2 for: – Mental Health and Well-being Office at the SDO	Drafted JDs of the following 3. SDO – Mental Health and Wellbeing Office:

		<i>PDO IV, PDO III, PDO II, ADAS II</i>
12:00 – 1:00 PM	Lunch	N/A
1:00 – 5:00 PM	Workshop 3: Finalization of JDs through Transferring in the CSC template for job descriptions	Completed CSC template for JDs
DAYAY 4		
8:00 – 8:30 AM	Preliminaries	N/A
8:30 AM – 12:00 NN	Continuation of Workshop 3 Plenary Presentation 3 of Annex B	Completed CSC template for JDs
12:00 – 1:00 PM	Lunch	N/A
1:00 – 5:00 PM	Workshop 4: Accomplishment of Annex B- Inventory of Functions, Programs, Activities, and Projects of LWD, ESSD-Mental health and Guidance and Counselling Section, MHWO	Accomplished Annex B form
DAYAY 5		
8:00 – 8:30 AM	Preliminaries	N/A
8:30 AM – 12:00 NN	Plenary Presentation 4 of PPAs in the Annex B- Inventory of Functions, Programs, Activities, and Projects	Accomplished Annex B form
12:00 - 1:00 PM	Lunch	N/A
1:00 - 3:00PM	Ways Forward and Closing	Agreements
END OF WORKSHOP		

ANNEX B

LIST OF PARTICIPANTS

Workshop on the Development of Job Descriptions for Support Positions for the Implementation of RA 12080

No.	NAMES	OFFICE/PLACE OF ASSIGNMENT	POSITION
1.	Ma. Lovenia H. Rodriguez	NCR, SDO Caloocan – Kalayaan National High School	Guidance Counselor I
2.	Melecare M. Carillo	RO XI, SDO Tagum City – Tagum National High School	Guidance Counselor III
3.	Ma. Kathleen Haban	RO II, SDO Isabela – Quezon National High School	Guidance Counselor III
4.	Marylou B. Saban	NIR, SDO Negros Occidental – Negros Occidental High School	Guidance Coordinator III
5.	Joan B. Caneda	RO X, SDO Iligan City- Iligan City National High School	Guidance Coordinator III
6.	Generuth Bagaforo	CARAGA, SDO Butuan City	Education Program Specialist II
7.	Urbano Q. Jumamil Jr.	RO X, SDO Davao del Norte, Gabuyan National High School	School Head
8.	Rona Esther B. Suico	RO VI, SDO Iloilo	Guidance Counselor II
9.	Genevieve M. Lavadia	RO VII, SDO Cebu City – Padro National High School	Guidance Counselor II
10.	Eloisa Sadia	MIMAROPA, ESSD	Project Development Officer II
11.	Jona Kristen M. Valdez	CO, Bureau of Learner Support Services – Learner Wellness Office	Supervising Educational Program Specialist, OIC, Head
12.	Millie Jane T. Fudolig	CO, Bureau of Learner Support Services – Learner Wellness Office	Senior Education Program Specialist, OIC, Assistant Head
13.	Belle Beatrice D. Hombrebueno	CO, Bureau of Learner Support Services – Learner Wellness Office	Technical Assistant II
14.	Jordan P. Concepcion	CO, Bureau of Learner Support Services – Learner Wellness Office	Technical Assistant II

15.	Weigela Shaeina V. Besar	CO, Bureau of Learner Support Services – School Health Division	Technical Assistant II
16.	Clarence S. Canton	CO, Bureau of Learner Support Services – Youth Formation Division	Guidance Service Specialist II
17.	1 representative	CO, Bureau of Learner Support Services – Learner Rights and Protection Division	
18.	1 representative	Bureau of Learners Support Services, Office of the Director	
19.	Pia P. Pangilinan-Eugenio	CO, Bureau of Human Resource and Organizational Development - Organization Effectiveness Division	Project Development Office III
20.	Van Sanchez	CO, Bureau of Human Resource and Organizational Development - Organization Effectiveness Division	Technical Assistant II
21.	1 representative	CO, Bureau of Human Resource and Organizational Development – School Effectiveness Division	
22.	1 representative	CO, Bureau of Human Resource and Organizational Development – Employee Welfare Division	
23.	1 representative	CO, Bureau of Human Resource and Organizational Development – Human Resource Development Division	
24.	Venus Dis-aguen	CO, Bureau of Curriculum Development - Curriculum Standards Development Division	Senior Education Program Specialist
25.	Michelle C. Bautista	CO, Bureau of Education Assessment	Senior Education Program Specialist
26.	Shiela Marie G. Hocson	FEU Manila	Research Fellow & Full Professor / PGCA
27.	Mariz P. Borgonos-Pales	MALAYA Center for Mental Wellness, Assessment and Development, Laguna Holy Family Hospital, Inc.	MALAYA Psychological Wellness Head



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

ADVISORY

September 24, 2026

**WORKSHOP ON THE DEVELOPMENT OF JOB DESCRIPTIONS FOR SUPPORT
POSITIONS FOR THE IMPLEMENTAION OF RA 12080**

October 12-16, 2026, NEAP-NCR, Marikina City

PARTICIPANT INFORMATION

1. The program management team does not allow substitution of participants. Only the participants who submitted their confirmation through the registration form will be allowed to join the activity.
2. Strict attendance in all sessions is required. Certificate of Appearance and Certificate of Participation will be given at the end of the activity after the completion of the evaluation form.
3. For the conduct of activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for time rendered that is supposed to be for personal use and rest.

LOGISTICS AND ACCOMMODATION

4. Participants are advised to check-in on Day 0 and check-out on Day 5. Please check your flight schedule to avoid delays, cancellations, and inconvenience.
5. Breakfast, lunch, AM/PM snacks, and dinner during the activity will be provided. The program management team will provide additional information during the event on the exact venues/time where/when the meals and snacks will be served. For any dietary restrictions, please inform the program management team.
6. Meals and accommodations are as follows:

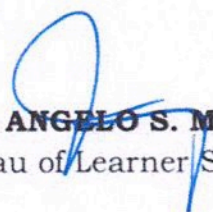
MEALS	Day 0 Oct 11	Day 1 Oct 12	Day 2 Oct 13	Day 3 Oct 14	Day 4 Oct 15	Day 5 Oct 16
Breakfast		✓	✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snacks		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

7. This is a 5-day live-in workshop; all participants are expected to attend and complete the whole activity. Participants are expected to bring their clothes and other hygiene kits.

8. Bringing respective laptops or other writing devices and personal outlet extension for the activity is encouraged.

CHARGING OF EXPENSES

9. *Participants from the field:* Transportation and other related expenses may be charged against the downloaded **Program Support Funds for various Learner Wellness Office Activities** to the ROs, which shall be downloaded to the respective SDOs, subject to the usual accounting, budgeting, and auditing rules and regulations. Offices concerned are requested to augment the funds should the allocation from the LSP PSF be insufficient.
10. *Participants from the Central Office and external participants:* Transportation and other related expenses shall be charged against to: **AC-26-LWO-LSP-024**.
11. For more information, please contact **BLSS-LWO** through **Ms. Belle Beatrice D. Hombrebueno** at blss.lwd@deped.gov.ph,


DR. MIGUEL ANGELO S. MANTARING
Director IV, Bureau of Learner Support Services