Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 1317, s. 2026

NOV 13 2026

UPDATING OF GUIDANCE COUNSELING-RELATED POSITIONS INVENTORY AND APPLICATIONS FOR RECLASSIFICATION/ RETITLING PURSUANT TO REPUBLIC ACT NO. 12080

TO: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHRODI-2026-4213 dated November 11, 2026, re: "Updating of Guidance Counseling-Related Positions Inventory and Applications for Reclassification/Retitling Pursuant to Republic Act No. 12080," which is self-explanatory.

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

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

BUREAUS AND OFFICES
POSITIONS
INVENTORY

Address: Batinguel, Dumaguete City, 6200
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Records Section, Negros Island Region
RECEIVED
DATE: 11/12/26 TIME: 3:40pm
BY:

Outlook

[DM-OUHRODI-2026-4213] UPDATING OF GUIDANCE COUNSELING-RELATED POSITIONS INVENTORY AND APPLICATIONS FOR RECLASSIFICATION/ RETITLING PURSUANT TO REPUBLIC ACT NO. 12080

From Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph>

Date Wed 11/11/2026 2:37 PM

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>; DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>; DEPED La Union <la.union@deped.gov.ph>

Cc Office of the Secretary <osec@deped.gov.ph>; Organization Effectiveness Division <bhrod.oed@deped.gov.ph>; Bureau of Human Resources and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>; Ruby Chanda Jetomo <ruby.jetomo@deped.gov.ph>; Jeric Francis Llanto <jeric.llanto@deped.gov.ph>; Bea Mariae Rolaine Ramos <beamariaerolaine.ramos@deped.gov.ph>; Rizza Buiza <rizza.buiza@deped.gov.ph>; Janzen Alarcio <janzen.alarcio@deped.gov.ph>; Andrea Lim <andrea.lim002@deped.gov.ph>; MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@deped.gov.ph>; Adrian Conti <adrian.conti@deped.gov.ph>; Sharon Ayala <sharon.ayala@deped.gov.ph>; Sonia Sobremisana <sonia.sobremisana@deped.gov.ph>; Leona Victoria Teves <leona.teves@deped.gov.ph>; Myrben Paul Baclig <myrben.baclig@deped.gov.ph>; Marck Eric Jhon Esole <marck.esole@deped.gov.ph>; haidee.daquel@deped.gov.ph <haidee.daquel@deped.gov.ph>

1 attachment (1 MB)

[DM-OUHRODI-2026-4213] UPDATING OF GUIDANCE COUNSELING-RELATED POSITIONS INVENTORY AND APPLICATIONS FOR RECLASSIFICATION RETITLING PURSUANT T.pdf;

Dear REGIONAL DIRECTORS, SCHOOLS DIVISION SUPERINTENDENTS and ALL OTHERS CONCERNED,

In reference to **DM-OUHRODI-2026-4026**, entitled *Updating of Guidance Counseling-Related Positions Inventory Pursuant to Republic Act No. 12080* dated 21 October 2026, **all Schools Division Offices (SDO) are hereby directed to facilitate the updating of plantilla item status and re-evaluation of the position reclassification of guidance counseling incumbents in accordance with the Civil Service Commission (CSC)-approved Qualification Standards (QS)** prescribed under DepEd Order (DO) No. 019, s. 2026, entitled *Qualification Standards for Positions Created Under Republic Act No. 12080 or the Basic Education Mental Health and Well-Being Promotion Act.*

In line with the foregoing, this Office hereby directs all concerned to adhere to the following guidelines:

1. SDOs shall update the status of Guidance Counselor, Guidance Coordinator, and Guidance Services Specialist positions, whether filled or unfilled, both in the Government Manpower Information System (GMIS) and DepEd Plantilla Audit (DPA) Portal:
https://stride.deped.gov.ph/insighted-dpa/[RJ1]

The updated status of filling up Plantilla positions shall be the basis for the conversion (i.e., scrap-and-build) of vacant items to School Counselor Associate (SCA) I pursuant to the provisions under Section 9 of RA 12080.

2. Pending the issuance of the DBM-DepEd Joint Circular on the *Creation of New Class Titles Pursuant to Republic Act No. 12080 and the Appropriate Staffing Actions for the Existing Guidance Counselor, Guidance Coordinator, and Guidance Services Specialist Positions in all Elementary and Secondary Schools in the Department of Education* which shall establish the procedures for the reclassification and retitling of guidance-related positions, SDO Human Resource Management Officers (HRMOs) shall re-evaluate the qualifications of the incumbent applicants based on the CSC-approved QS and determine the appropriate reclassified or retitled School Counselor (SC) or SCA position.

3. All filled positions of Guidance Counselor, Guidance Coordinator, and Guidance Services Specialist items in all public elementary and secondary schools at the time of the issuance of the DBM-DepEd Joint Circular shall be reclassified or retitled to appropriate SC or SCA positions, corresponding to the eligibility and qualifications of the incumbent currently holding such positions.

a. Incumbents to Guidance Counselors, Guidance Coordinators, and Guidance Services Specialists positions who possess the appropriate eligibility requirement for the SC positions shall be reclassified or retitled to appropriate SC I, II, III, and IV positions that will be commensurate with their qualifications vis-à-vis the CSC-approved QS.

b. Incumbents to Guidance Counselors, Guidance Coordinators, and Guidance Services Specialists positions who lack the appropriate eligibility requirement for the SC positions shall be reclassified or retitled to appropriate SCA I, II, III, IV, and V positions that will be commensurate with their qualifications vis-à-vis the CSC-approved QS.

c. For incumbents to Guidance Counselors, Guidance Coordinators, and Guidance Services Specialists positions who do not meet the minimum qualifications of the equivalent or higher SC or SCA position per CSC-approved QS, as well as those who did not participate in the reclassification/retitling process, their respective positions shall be marked as co-terminus with the incumbent (CTI). Correspondingly, CTI positions shall be deemed automatically abolished once vacated through promotion, transfer, retirement, resignation, or death of the incumbent.

4. Incumbents to Guidance Counselor, Guidance Coordinator, and Guidance Services Specialist positions shall be allowed to update their applications for reclassification or retitling and/or submit additional qualification credentials should they have acquired higher/updated qualifications since their last submission.

a. Submission of additional/updated application documents is voluntary. It shall be reiterated that submission of additional documents shall not be construed as 'reapplication'.

b. Incumbents who do not wish to update their application or submit additional documents shall notify their respective SDOs in writing. As such, the basis for the re-evaluation of the SDO shall be the previously submitted documents.

5. All SDO HRMOs shall update the status of reclassification of incumbent personnel through the Agile Gateway for Appointments and Placements (AGAP) Portal under the Reclassification module. A step-by-step guide using the AGAP Portal will be demonstrated during a scheduled HRMO Interface.

6. Based on the re-evaluation of application documents, SDOs shall prepare the updated Plantilla Allocation List (PAL).

7. The approval and processing of the reclassification or retitling of existing Guidance Counselor, Guidance Coordinator, and Guidance Services Specialist positions to appropriate SC or SCA positions shall follow the usual reclassification process, whereby the duly signed PAL by the DepEd Regional Director shall be submitted to their respective Department of Budget and Management Regional Office (DBM RO) counterpart. The DBM RO shall then process the reclassification of the positions of all qualified candidates in the submitted PAL; prepare the corresponding Notice of Organization, Staffing, and Compensation Action (NOSCA); and issue the same to the DepEd SDO through the Action Document Releasing System (ADRS).

8. A separate Memorandum shall be issued, specifying the deadline for submission of PAL to the DBM RO counterpart based on the approval and issuance of the DBM-DepEd Joint Circular for the purpose. However, SDO HRMOs are directed to maintain updated status of reclassification through the AGAP Portal for monitoring purposes.

To ensure uniform understanding and provide an opportunity to simulate the AGAP Portal, a **Virtual HROD-HRMO Interface** shall be held on **13 November 2026 (Friday), at 1:30 p.m. via Microsoft Teams**. **All HRMOs** are requested to accomplish the registration form through the following link:

https://bit.ly/HRMO-Interface

The MS Teams meeting link will be sent to the participants' registered email addresses upon completion of registration.

For clarifications and other concerns, you may coordinate with **Mr. Jeric Francis C. Llanto** or **Ms. Bea Mariae Rolaine C. Ramos** of the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) through landline number **(02) 8633-5375** or email at **bhrod.oed@deped.gov.ph**.

(Sgd.) WILFREDO E. CABRAL
Undersecretary for Human Resource and Organizational Development and Infrastructure

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-4213

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

ATTN : **HUMAN RESOURCE MANAGEMENT OFFICERS**

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

SUBJECT : **UPDATING OF GUIDANCE COUNSELING-RELATED POSITIONS INVENTORY AND APPLICATIONS FOR RECLASSIFICATION/ RETITLING PURSUANT TO REPUBLIC ACT NO. 12080**

DATE : 11 November 2026

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