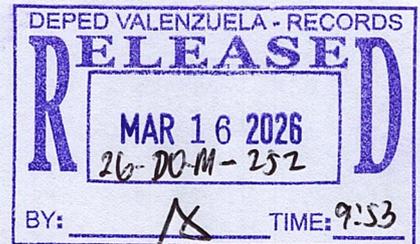


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 0251 s. 2026

**AMENDMENT TO THE PERFORMANCE REQUIREMENT AND FREQUENTLY
ASKED QUESTIONS ON THE RECLASSIFICATION OF GUIDANCE COUNSELOR
AND GUIDANCE COORDINATOR POSITIONS PURSUANT TO RA 12080**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, attached is Memorandum **DM-OUHROD-2026-0542** dated February 25, 2026 from Wilfredo E. Cabral, Undersecretary, Human Resource and Organizational Development, regarding the aforementioned subject, content of which is self-explanatory.
2. Particular attention is invited to paragraph nos. 2-5, for your reference.
3. Immediate dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: as stated
References: DM-OUHROD-2026-0542
To be indicated in the Perpetual Index
under the following subjects:

AMENDMENT

PERFORMANCE

hrd-egod/DM- RECLASSIFICATION OF GUIDANCE COUNSELOR
16/March 12, 2026



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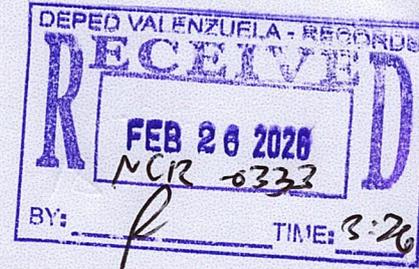




Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2026-0542

TO : REGIONAL OFFICES
SCHOOLS DIVISION OFFICES
ALL OTHERS CONCERNED

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

SUBJECT : **AMENDMENT TO THE PERFORMANCE REQUIREMENT AND FREQUENTLY ASKED QUESTIONS ON THE RECLASSIFICATION OF GUIDANCE COUNSELOR AND GUIDANCE COORDINATOR POSITIONS PURSUANT TO RA 12080**

DATE : 25 February 2026

Pursuant to Section 9 of Republic Act (RA) No. 12080, also known as the *Basic Education Mental Health and Well-Being Promotion Act*, which states that “[t]he positions of Guidance Counselor [and] Guidance Coordinator [...] shall be converted or reclassified, or both, to the pertinent newly created positions. The DepEd, DBM, and CSC shall determine the eligibility and qualifications of the newly created positions in accordance with this Act,” all incumbent Guidance Counselors and Guidance Coordinators shall be transitioned, through reclassification or retitling, to the appropriate School Counselor and School Counselor Associate positions based on the prescribed Qualification Standards (QS) in terms of *Education, Training, Experience, and Eligibility/Professional License*.

In view of this transition, this Memorandum hereby amends the requirements for the reclassification of Guidance Counselor and Guidance Coordinator positions as stipulated under DM-OUHROD-2026-0135¹, such that the performance rating requirement shall no longer be required. As such, incumbents for reclassification or retitling shall no longer be required to submit a Performance Rating in the last rating period covering one (1) complete performance cycle in the current position.

¹ Conversion and Reclassification of Existing Guidance Counselor and Guidance Coordinator Positions Pursuant to Republic Act (RA) No. 12080



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It shall be reiterated, however, that succeeding reclassification of positions for purposes of career progression following this transition shall be governed by subsequent guidelines by the Department of Education (DepEd) and the Department of Budget and Management (DBM).

Further, in view of the numerous inquiries and requests for clarification regarding the implementation of DM-OUHROD-2026-0135, this Office provides the attached responses to the Frequently Asked Questions (FAQs) covering the following matters:

- a. Eligibility and Qualification Standards,
- b. Reclassification of Positions,
- c. Quantum Leap,
- d. Step Increment,
- e. Natural Vacancy,
- f. Deployment, and
- g. Forms and Templates.

These FAQs aim to address arising concerns and ensure uniform understanding and proper implementation among all concerned personnel and DepEd Offices. It seeks to provide clear, concise, and authoritative guidance related to human resource actions and staffing modifications, qualification standards, position mapping, and other pertinent matters under RA No. 12080 and other relevant DepEd policies.

All concerned offices and personnel are directed to review the FAQs carefully and apply them consistently when processing related personnel actions.

For further questions or clarifications, please contact **Mr. Jeric Francis Llanto** or **Ms. Asmen C. Halog** of the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) at telephone number **(02) 8633 – 5375** or through email at bhrod.oed@deped.gov.ph.

Immediate and wide dissemination of the Memorandum is desired.

Copy Furnished:
OFFICE OF THE SECRETARY
Department of Education
osec@deped.gov.ph





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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Frequently Asked Questions

DM-OUHROD-2026-0135

Re: "Conversion and Reclassification of Existing Guidance Counselor and Guidance Coordinator Positions Pursuant to Republic Act (RA) No. 12080"

Qualification Standards and Eligibility

Question: Is the reclassification of Guidance Counselor positions based on individual merit or on the number of authorized Guidance Counselor items per Schools Division Office (SDO)?

Answer: *Item 2 of Memorandum DM-OUHROD-2026-0135 dated 22 January 2026 titled 'Conversion and Reclassification of Existing Guidance Counselor and Guidance Coordinator Positions pursuant to RA 12080' states that reclassification of existing filled positions to appropriate new position titles shall be subject to the qualification of the incumbent vis-à-vis the QS of the position.*

This is consistent with Section 11 of RA 12080, which states that '[t]he promotion of School Counselors and School Counselor Associates shall be based on merit, fitness, and competence through the reclassification of position titles.'

Question: Will the length of service that exceeds the minimum QS be given consideration in the reclassification of position (e.g., 20 years in service)?

Answer: *Length of service forms part of the Experience requirement and is therefore an important factor in the evaluation of positions for reclassification. However, incumbents must likewise meet the other Civil Service Commission (CSC) required components of the QS, such as Education, Training, and appropriate Eligibility or professional license for the position.*

Question: What does relevant experience mean?

Answer: *Pursuant to 2025 CSC ORA OHRA, relevant experience refers to appropriate knowledge or skill acquired from previous or current employment which has significant closeness and functional relationship with the duties attached to the position to be filled, as certified by the HRMO, immediate supervisor, or authorized officials of the previous or current employer.*

All previous and current work experience, whether acquired in the government or private sector, may be considered relevant, provided that such experience is functionally related to the duties of the position. The specific duties and responsibilities of the position, as provided in the approved job description, shall



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serve as the primary reference in determining whether the incumbent's or applicant's work experience is relevant to the position.

Reclassification of Positions

Question: Are teaching, non-teaching, and other teaching-related positions eligible to be reclassified to School Counselor (SC) or School Counselor Associate (SCA) positions allowed, should they possess the appropriate qualifications per CSC-approved Qualification Standards (QS) and professional license (i.e., Registered Guidance Counselors (RGC) or Registered Psychologists (RPsy))? (e.g. Teacher/Master Teacher, Head Teacher, School Principal, EPS, SEPS, PDO, etc., who wish to return to guidance and counseling practice)

Answer: Section 9 of RA 12080 only provides for the reclassification or conversion of the guidance-related positions, such as Guidance Counselor, Guidance Coordinator, and Guidance Services Specialist. It does not authorize the reclassification of teaching, non-teaching, and other related-teaching positions into the newly created SC and SCA positions.

They may apply for such positions through natural vacancy once higher SC and SCA positions become vacant or available, subject to existing DepEd hiring guidelines and the CSC-approved QS of the position applied for.

Question: Will the reclassification of incumbent RGCs follow a direct position equivalency (e.g., GC I to SC I, GC II to SC II, GC III to SC III)?

Answer: Incumbents who are RGCs may be considered for reclassification to any SC position (i.e., SC I, SC II, SC III, SC IV) commensurate with their qualifications, provided that they meet the QS of the position applied for.

Question: Is a Guidance Counselor or Guidance Coordinator incumbent who was newly-appointed in his/her current position for less than one (1) year eligible for reclassification?

Answer: Yes. As clarified in this Memorandum, the performance rating requirement covering one (1) year complete performance cycle in the current position shall no longer be required in the process of transitioning the existing incumbents of Guidance Counselor and Guidance Coordinator to appropriate SC or SCA positions.

It shall be reiterated, however, that further reclassification of positions for purposes of career progression, which may provide performance rating requirements, shall be governed by subsequent guidelines as may be issued by DepEd and DBM.



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Quantum Leap

Question: Will the provision on the *quantum leap* or three (3) salary grade limitation still be observed in the reclassification of existing Guidance Counselor and Guidance Coordinator positions?

Answer: Pursuant to Section 9, Paragraph 2 of RA 12080, which mandates the conversion and/or reclassification of Guidance Counselor and Guidance Coordinator positions to the pertinent newly created positions, existing incumbents of Guidance Counselor and Guidance Coordinator positions shall be reclassified to the SCA or SC position as may be appropriate to their qualifications and professional eligibility vis-à-vis the minimum QS.

The quantum leap provision shall be deemed waived in the initial reclassification of position, subject to appeal by the DepEd Central Office for consideration of DBM and CSC. SDOs are advised to evaluate the incumbents based on their qualifications and eligibility, pending the result of the appeal.

It shall be reiterated, however, that further reclassification of positions for purposes of career progression, which may require compliance with the quantum leap rule, shall be governed by subsequent guidelines as may be issued by DepEd and DBM.

Step Increment

Question: If an incumbent is retitled to the equivalent SCA or SC position without a change in salary grade, will the step increment be carried over?

Answer: Yes, pursuant to Section 5.5 of DBM Budget Circular No. 2019-1, Retitling refers to a form of reclassification that involves a change in position title without any change in salary grade allocation. Incumbent of positions that were retitled shall continue to be paid at their present salary rate, including step increments.

Question: If an incumbent is reclassified to an SC or SCA position with an increased salary grade, will the step increment be carried over?

Answer: Section 5.2.1 of DBM Budget Circular No. 2019-1 states that “[i]f the present salary of the employee immediately prior to the promotion (i.e., reclassification to a higher position) is below the hiring rate for the new position, the employee shall be paid at the hiring rate or the 1st step in the new position.”



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Other provisions under Section 5.0 (Salary Rules and Regulations) of DBM Budget Circular No. 2019-1 shall apply as applicable.

Natural Vacancy

Question: If a school has an unfilled School Counselor item, may a licensed Guidance Counselor who is not an incumbent or DepEd employee of that school apply for that position?

Answer: *A newly-created or vacant SDC, SC, or SCA position, once published, is open to all qualified applicants, whether internal or external to the school, subject to applicable DepEd hiring guidelines as may be defined by DepEd and the CSC-approved QS of the position applied for.*

Question: May the documents used during the reclassification still be used in future promotion applications, should the concerned personnel apply again?

Answer: *The documents previously used for reclassification may still be submitted when applying for a subsequent promotion, but with limitations. Such documents may be considered only for purposes of initial evaluation, specifically to determine whether the applicant meets the minimum QS of the position. However, for purposes of comparative assessment, including criteria on training, outstanding accomplishments, and application of education and learning and development (L&D), only those earned or completed after the applicant's last promotion or reclassification shall be credited and given corresponding points, subject to subsequent promotional guidelines as may be issued by DepEd.*

Accordingly, applicants are required to update their supporting documents and present new or additional accomplishments to demonstrate continuous professional growth and merit for the next level of promotion.

Deployment

Question: What is the maximum number of School Counselor positions that may be allocated to a single school based on student population?

Answer: *Section 7 of RA 12080 states that "the Department of Education shall establish and maintain a Care Center in every public basic education school. Each Care Center shall be headed by a School Counselor (SC) and assisted by a School Counselor Associate (SCA)." Thus, every public school shall have at least one (1) SC and one (1) SCA, with the actual number of positions to be determined based on school size and other criteria, which shall be issued in subsequent guidelines.*



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Forms and Templates

Question: Is there a separate template specifically for retitling purposes?

Answer: None. The Plantilla Allocation List (PAL), as attached as Annex B of DM-OUHROD-2026-0135, shall be used.

Guidance in accomplishing the PAL:

- Indicate '0' under Columns 10-16 to indicate no change in the salary differential, step increment, and funding requirement.
- Indicate "For Retitling of Position only" under the Remarks column.

Subsequent Guidelines

The Department shall issue subsequent guidelines to cover the following:

- CSC-approved Qualification Standards for SDC, SC, and SCA;
- Job Descriptions stipulating the specific duties and responsibilities, as well as reporting structure;
- Recruitment, Selection, and Appointment (RSA) to vacant SDC, SC, and SCA positions;
- Career progression system for SC and SCA positions; and
- School Organization Structure and Staffing Standards stipulating the deployment parameters for SC and SCA.