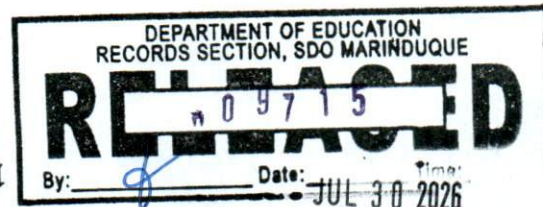




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-029

To: Office of the Schools Division Superintendent Officials and Personnel
School Governance and Operations Division Chief and Personnel
Curriculum Implementation Division Chief and Personnel
Public Elementary and Secondary School Heads, Teachers and
Personnel
All Others Concerned

From: **LYNN G. MENDOZA, EdD**
Officer-In-Charge
Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT SCHOOL
COUNSELOR ASSOCIATE I POSITIONS IN THE SCHOOLS DIVISION
OF MARINDUQUE**

Date: July 30, 2026

1. This Office announces the invitation for the submission of pertinent documents for the following teaching-related positions:

Position Title	No. of Vacancies	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
School Counselor Associate I	6	11	31705	Bachelor's Degree in Guidance and Counseling or Psychology; or Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counselling or Psychology; or Any related Bachelor's Degree with a minimum of eighteen (18) units of Behavioral Science courses that shall include 200 hours of	None Required	None Required	Career Service Professional /Second Level Eligibility	Don Luis Hidalgo Memorial School; Cawit Elementary School; Gasan Central School; Buenavista Central School; Balanacan Elementary School; Mogpog Central School

				supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting				
School Counselor Associate I	9	11	31705	Bachelor's Degree in Guidance and Counseling or Psychology; or Any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counselling or Psychology; or Any related Bachelor's Degree with a minimum of eighteen (18) units of Behavioral Science courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting	None Required	None Required	Career Service Professional /Second Level Eligibility	Bangbang NHS; Bognuyan NHS; Buenavista NHS; Landy NHS; Makapuyat NHS; Mogpog National Comprehensive High School; Maranlig NHS; Matuyatuya NHS; Tigwi NHS

2. All interested applicants to School Counselor Associate vacant positions shall submit the applications and complete documentary requirements through <https://tinyurl.com/AGAP-Portal> on or before August 9, 2026, 5:00 PM:
3. The Applicant's User Guide is attached as Enclosure 1 for guidance and reference.
4. The Recruitment, Selection and Appointment of SCA I positions shall be governed by the criteria, point system and procedures prescribed under Enclosure No. 4 of DepEd Order No. 07, s. 2023 as amended by DepEd Order No.21, s. 2024 and the CSC approved Qualification Standards.
5. There shall be no discrimination in the selection of applicants on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.
6. For dissemination and information.

AGAP Portal · Applicant Guide

A. Create your account

1. Open the AGAP Portal

- a. Go to the AGAP Portal. <https://tinyurl.com/AGAP-Portal>
- b. Select Login or Create Account.

2. Register your account

- a. Enter your required personal information.
- b. Provide an active email address and mobile number, if required.
- c. Create and confirm a secure password.
- d. Submit the registration form.

B. Create your profile

1. Open your application profile

- a. After logging in, go to My Profile.
- b. Start completing your applicant details.
- c. Make sure your information is accurate, complete, and consistent with your documents.

2. Complete your records

- Personal and contact information
- Educational background
- Eligibility, license, or certification
- Work experience
- Training and learning development records
- Performance rating and other credentials, if required

3. Upload profile documents

- Letter of Intent
- Personal Data Sheet (revised 2026, notarized) or equivalent profile document
- Work Experience Sheet or equivalent document
- Transcript of Records or education documents (with certification of General Weighted Average (GWA), required if not indicated in the TOR)
- Diploma or certificate of graduation
- Eligibility, license, or certification proof
- Proof of rating
- Training certificate
- Service Record or Certificate of Employment, if applicable
- Latest Appointment (for those applying for promotion)
- Performance rating documents covering one year
- Checklist of Requirements and Omnibus Sworn Statement (Subscribe and Sworn)
- Other required position documents (please refer to DepEd Order No. 7, s. 2023)
 - Documents showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of the issuance of appointment, if applicable

4. Save and review your profile

- a. Save your profile.
- b. Review every section.
- c. Correct incomplete or inaccurate information.
- d. Update your profile whenever your credentials change.

C. Find open positions

1. Open the list of positions

- Go to Job Portal.
- Review the list of published positions.
- Use filters if available.

2. Review each position carefully

- Position title, office or unit, salary grade, employment type, and place of assignment
- CSC-approved Qualification Standards
- Required education, experience, training, and eligibility
- Job Description and hiring purpose
- List of requirements and application deadline

3. Check if you qualify

- Compare your profile against the required education, experience, training, eligibility, and documents.
- Review your supporting records carefully before submitting.
- Confirm the deadline and submit before it closes.

D. Apply to a position

1. Select the position

- Open the position you want to apply for.
- Review the full details again.
- Select Apply.

2. Confirm your profile and documents

- Review the profile information that will be used for the application.
- Confirm that education, experience, training, eligibility, and documents are complete.
- Update your profile first if important information is missing.

3. Submit the application

- Review the position applied for.
- Review your profile and attached credentials.
- Confirm that the application is complete.
- Submit the application and wait for the confirmation message.
- Take note of the application reference number.

E. Apply to multiple positions

1. Review other vacancies

- Return to the open positions list.
- Review other positions that match your qualifications.
- Open each position and read the requirements carefully.

2. Submit separate applications

- Apply separately to each position.
- Confirm that your profile and credentials satisfy the specific position requirements.
- Remember that each application is evaluated separately.

F. Track your status

1. Open My Applications

- Go to My Applications.
- Review each submitted application.
- Check the position, date submitted, and current status.

*Marinduque Heart of the Philippines
Lead to Excel, Excel to Lead*