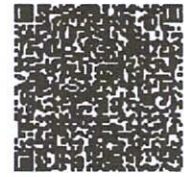


Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2025-180


10 March 2025

Regional Memorandum
No. 180 s. 2025

**PROFILING OF GUIDANCE-RELATED PLANTILLA POSITIONS
AND GUIDANCE DESIGNATES/ADVOCATES FOR
SY 2024-2025**

To: **Schools Division Superintendents**

1. Enclosed is DM-OUHROD-2025-0599 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development regarding the **Profiling of Guidance-Related Plantilla Positions and Guidance Designates/Advocates for SY 2024-2025**.
2. The profiling aims to establish an inventory of teachers designated as guidance teachers, advocates, and designates, as well as personnel guidance-related plantilla positions (e.g., Guidance Counselors, Guidance Coordinators, and Guidance Research Specialists).
3. In this regard, all personnel holding guidance-related positions and teachers assigned as guidance teachers, advocates, or designates are required to complete the **survey form** accessible through **bit.ly/GC_InventorySY2425**. The Schools Division Offices Human Resource Management Officers shall monitor compliance and submission of inventory on or before **March 14, 2025**.
4. For further queries and concerns, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline at (02) 8633-5397.
5. Immediate compliance with this Memorandum is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH5/ROH1



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0599

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
HUMAN RESOURCE MANAGEMENT OFFICERS (HRMO)
SCHOOL HEADS
ALL OTHERS CONCERNED

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

SUBJECT : **PROFILING OF GUIDANCE RELATED PLANTILLA POSITIONS AND
GUIDANCE DESIGNATES/ADVOCATES FOR SY 2024-2025**

DATE : March 7, 2025

The Department of Education (DepEd), through the Human Resource and Organizational Development (HROD) strand, is currently undertaking steps to support the implementation of **RA 12080**, also known as the *Basic Education Mental Health and Well-being Promotion Act* by ensuring provision of Mental Health Professionals in schools.

As part of this initiative, the HROD strand is currently conducting a review of the school staffing complement, which includes an inventory of **teachers designated as guidance teachers, advocates, or designates**, as well as **personnel holding guidance-related plantilla positions** (e.g., *Guidance Counselors, Guidance Coordinators, and Guidance Services Specialists*).

In this regard, all personnel holding guidance-related positions and teachers assigned as guidance teachers, advocates, or designates are required to complete the **survey form** accessible using the following link: bit.ly/GC_InventorySY2425.

The purpose of this inventory is to profile school-based personnel and generate valuable data to inform future human resource actions. The Regional and Schools Divisions Office Human Resource and Management Officers (HRMOs) shall monitor immediate compliance and submission of the inventory **on or before March 14, 2025**.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number (02) 8633-5397.

For your appropriate action.

cc: **Office of the Secretary**



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