



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



Personnel RM-2026-525

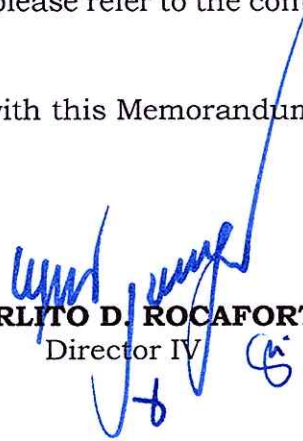
August 5, 2026

Regional Memorandum
No. 525, s. 2026

**INSTRUCTIONS ON THE EXPEDITIOUS FILLING-UP
OF FY 2026 SCHOOL COUNSELOR ASSOCIATE I
(SCA I) POSITIONS**

To **Schools Division Superintendents**
Public Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is a copy of MEMORANDUM DM-OUHRODI-2026-2438, titled **"Instructions on the Expeditious Filling-Up of FY 2026 School Counselor Associate I (SCA I) Positions,"** which is self-explanatory.
2. In view of the urgent need to strengthen school-based mental health and psychosocial support services for School Year (SY) 2026-2027, all Schools Division Offices (SDOs) are hereby directed to maximize existing recruitment and selection mechanisms and to immediately implement the strategies and measures prescribed in the said Memorandum. These include the use of the Agile Gateway for Appointment and Placement (AGAP) System, constitution of HRMPSB Subcommittees, establishment of Applicant Assistance Desks, and adherence to the 36-working day timeline for recruitment, selection, appointment, and deployment.
3. The Schools Division Superintendents shall closely monitor compliance.
4. For technical assistance and policy concerns, please refer to the contact details indicated in the said Memorandum.
5. Immediate dissemination of and compliance with this Memorandum is hereby directed.


CARLITO D. ROCAFORT
Director IV

Incls.: As stated


08C/ROA/P1



Republika ng Pilipinas
Department of Education



OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-2438

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

ATTENTION : REGIONAL AND SCHOOLS DIVISION HUMAN RESOURCE MERIT
PROMOTION AND SELECTION BOARD (HRMPSBs) AND SUB-
COMMITTEES

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

SUBJECT : INSTRUCTIONS ON THE EXPEDITIOUS FILLING-UP OF FY 2026
SCHOOL COUNSELOR ASSOCIATE I (SCA I) POSITIONS

DATE : July 13, 2026

Pursuant to Republic Act No. 12080 or the *Basic Education Mental Health and Well-Being Promotion Act*, and in line with the Department's initiative to immediately operationalize the ten thousand (10,000) newly-created School Counselor Associate I (SCA I) positions, this Memorandum prescribes the interim strategies, timelines, and operational guidance to expedite the recruitment, selection, appointment, and deployment of qualified personnel.

Considering the urgent need to strengthen school-based mental health and psychosocial support services for School Year (SY) 2026–2027, all Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby directed to maximize existing recruitment and selection mechanisms and implement the following strategies and measures to expedite the filling of SCA I positions:

I. IMMEDIATE COMMENCEMENT OF RECRUITMENT ACTIVITIES

Upon the issuance of the corresponding Notice of Organization, Staffing, and Compensation Action (NOSCA) by the Department of Budget and Management (DBM), all concerned offices shall immediately and simultaneously commence the recruitment, selection, and appointment (RSA) process.

A. Immediate Transmittal of NOSCA



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Effectivity	09.20.21	Page	1 of 6



Where the NOSCA is initially received by the Regional Office, the ROs shall transmit the same to the concerned SDOs within the day of receipt. In case the SDO directly receives the NOSCA from the DBM, it shall immediately commence the succeeding hiring activities.

B. Simultaneous Commencement of Publication and Posting of Vacancies and Receipt of Applications

Upon receipt of the NOSCA, the concerned SDO shall simultaneously undertake the following activities:

- a. Upload the NOSCA to the *Agile Gateway for Appointment and Placement (AGAP) System*;
- b. Submit the publication to the CSC and post the vacancies in at least three (3) conspicuous places and other authorized publication platforms during the prescribed publication period;
- c. Issue the corresponding Division Memorandum calling for applications; and
- d. Commence the receipt of applications.

To maximize the prescribed timeline, the publication period reflected in the CSC publication, Division Memorandum, and other authorized publication platforms shall be synchronized and reflect the same publication and application period.

II. EXPEDITED RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) STRATEGIES

The RSA of SCA I positions shall be governed by the criteria, point system, and procedures prescribed under Enclosure No. 4 of DepEd Order (DO) No. 007, s. 2023¹, as amended by DO No. 021, s. 2024², and the CSC-approved Qualification Standards, unless otherwise provided in subsequent issuances.

To facilitate the timely completion of the hiring process within the prescribed timeline, SDOs shall adopt the following strategies:

1. Creation of various HRMPSB Subcommittees

Considering the anticipated volume of applicants, Schools Division Superintendents (SDS) shall constitute **HRMPSB Subcommittees**, consistent with DO No. 007, s. 2023, as amended, to undertake parallel evaluation and assessment activities and expedite the recruitment process.

2. Augmentation of Technical and Administrative Support

The SDS may designate Information Technology Officers (ITOs) and other qualified personnel to provide administrative and technical assistance throughout the RSA process and management of AGAP system operations.

3. Multiple Modes of Application Submission

All applicants are instructed to submit their applications through the AGAP System.

¹ Guidelines on the Recruitment, Selection, and Appointment in the Department of Education

² Amendments to DO No. 007, s. 2024

Where online submission is not feasible, applications may likewise be submitted through:

- personal submission directly to the SDO; or
- courier services or other authorized delivery services

As a general rule and for this purpose, submission of applications in schools shall not be accepted to ensure accountability, completeness of documentary requirements, and timely processing.

However, in geographically isolated and disadvantaged areas (GIDAs) or other exceptional circumstances, SDS may authorize schools to receive documentary requirements. Such documents received in school shall be immediately transmitted to the SDO for validation and encoding into the AGAP System.

4. Establishment of Applicant Assistance Desks

All SDOs shall establish Applicant Assistance Desks or kiosks equipped with computers, reliable internet connectivity, and designated personnel to assist applicants in:

- Accessing and navigating the Agile Gateway for Appointment and Placement (AGAP) System;
- Creating and managing applicant accounts, as necessary;
- Uploading documentary requirements; and
- Addressing technical concerns related to the online application process.

III. UTILIZATION OF AGAP SYSTEM

To support the efficient, transparent, and timely implementation of the RSA process, the **Agile Gateway for Appointment and Placement (AGAP) System** shall serve as the Department's official end-to-end digital platform for the recruitment, selection, appointment, deployment, and monitoring of SCA I positions.

All SDOs shall ensure that recruitment activities and corresponding records are processed, documented, and maintained using the AGAP System to promote transparency, efficiency, accountability, and real-time monitoring of the hiring process.

The AGAP System shall be utilized in accordance with the following workflow:

RSA Process through AGAP	Responsible Office/Personnel	Process Description
1. Vacancy Creation and Publication	SDO HRMO	Uploading of approved NOSCA, publish vacancies, and synchronize publication dates with CSC, Division Memorandum, and AGAP System.
2. Online Application and Receipt of Applications	Applicants/SDO HRMO	Submit applications and documentary requirements through AGAP. Applications submitted personally or through courier shall likewise be encoded in the system.

3. Initial Evaluation	HRMO/HRMPSEB Secretariat	Validate documentary requirements, evaluate compliance with the QS, and generate the Initial Evaluation Results (IER).
4. Comparative Assessment	HRMPSEB/ Subcommittees	Conduct of BEI, encode comparative assessment scores
5. Finalization of Comparative Assessment Results (CAR)	HRMPSEB	Conduct of HRMPSEB Deliberation, Finalization of CAR, and endorsement to the Appointing Authority.
6. Selection and Appointment	HRMO and SDS (Appointing Authority)	The IIRMO shall personally present the CAR (AGAP-generated list) to the SDS for validation and confirmation of the selected applicants prior to the preparation of appointment papers.
7. Appointment Generation	IIRMO	Generate appointments, monitor issuance of appointments, assumption to duty, and deployment status.
8. Monitoring Dashboard	BHROD/RO/ SDO	Monitor publication status, applications received, evaluation progress, appointments issued, and deployment completion through the AGAP dashboard.

IV. PRESCRIBED TIMELINE

To facilitate the immediate deployment of SCA I personnel and to ensure compliance with existing recruitment policies, all SDOs shall exert all reasonable efforts to complete the recruitment, selection, appointment, and deployment process within the maximum period of thirty-six (36) working days from the date of publication of vacant positions.

The indicative timeline below shall be observed:

Activity	Timeline
Receipt and transmittal of NOSCA to SDOs	Day 0
Publication and Posting of Vacancies (through the AGAP System, CSC, and other Platforms)	Days 1-10
Initial Evaluation, and Preparation of Initial Evaluation Results (IER) <i>*HRMOs may start evaluating applicants upon receipt of application within the publication period</i>	Days 1-15
Comparative Assessment, Interviews, and Other Assessment Activities	Days 16-22
HRMPSEB Deliberation and Preparation of CAR	Days 23-24
Posting of the Comparative Assessment Results (CAR)	Days 25-35
Selection and Issuance of Appointment, Assumption to Duty, and Onboarding of SCA I Personnel	Day 36 onwards

To maximize efficiency, activities under the RSA process may be undertaken simultaneously whenever practicable and without prejudice to the requirements of existing CSC and RSA policies.

ROs and SDOs are encouraged to complete each stage ahead of the prescribed timeline whenever operationally feasible to facilitate the earliest possible appointment and deployment of School Counselor Associate I (SCA I) personnel.

V. ORIENTATION AND TECHNICAL ASSISTANCE

To ensure the effective implementation of this Memorandum, BHROD shall provide:

- Online orientation sessions for HRMPSBs, HRMOs, and Administrative Officers;
- User manual and video tutorial for AGAP users
(<https://tinyurl.com/agap-user-guides>)
- Technical assistance during the hiring process; and
- A centralized helpdesk for system-related concerns.

An online orientation shall be conducted on **20 July 2026**, from **8:30 AM to 12:00 NN**, to discuss the deployment parameters, recruitment procedures, qualification standards, and utilization of the AGAP System.

The details of the orientation are as follows:

Governance Level	Target Participants
Central Office	- All Divisions under Bureau of Human Resource and Organizational Development (BHROD) - Bureau of Learner Support Services (BLSS)
Regional Offices	Regional Office HRMO
Schools Division Offices	- School Division Superintendents - HRMPSBs - Administrative Division-AO V - SDO HRMO

All target participants must confirm their attendance at tinyurl.com/NTP26Orientation-Reg-SCA on or before July 18, 2026.

Schedule and Administrative Details

Date	July 20, 2026 (Monday)
Time	8:30 AM-12:00 NN
Link	tinyurl.com/NTP26Orientation-SCA

VI. MONITORING AND REPORTING

Regional Directors and Schools Division Superintendents shall closely monitor the implementation of this Memorandum and ensure that SCA I positions are filled within the prescribed timeline.

BHROD shall generate periodic monitoring reports through the AGAP System to assess the progress of recruitment activities across all governance levels and recommend appropriate interventions for divisions experiencing delays.

For technical assistance and policy concerns, the following offices may be contacted:

Specific Concern	Office and Email Address	Focal Person
RSA Policy clarifications (MSP, RSA Guidelines, Qualification Standards)	Human Resource Development Division bhrod.hrdd@deped.gov.ph	Carla Jane Gob
Recruitment, Selection, and Appointment Process (evaluation of applications, hiring implementation, comparative assessment, appointments, hiring timeline, and personnel actions)	Personnel Division bhrod.pd@deped.gov.ph	Aubrey Nikko Valle
AGAP System (user account creation, system access, online application, document uploading, appointment generation, system errors, and other technical concerns)	AGAP Helpdesk: https://tinyurl.com/agap-helpdesk	Sebastian Cheng
Deployment and School Assignment (deployment guidelines, assignment of SCAs, and SDO and school allocation)	School Effectiveness Division bhrod.sed@deped.gov.ph	Ina Marie Mallari

For your information, strict compliance, and appropriate action.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Field Operations