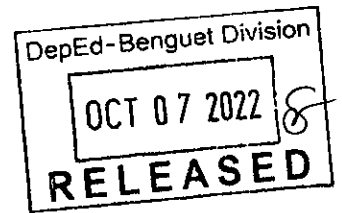




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**



October 5, 2022

DIVISION MEMORANDUM  
NO. 318 s. 2022

**ANNOUNCING VACANT POSITIONS FOR GUIDANCE COUNSELOR II**

**TO:** Chief Education Supervisors (SGOD/CID)  
Education Program Supervisors  
Public Schools District Supervisors/District Coord. Principals  
Elementary and Secondary Schools  
All others concerned

1. The following ten (10) Guidance Counselor II positions were published and posted dated October 4 – October 17, 2022 at the CSC website and other conspicuous places for information and dissemination, to wit:
  - a. Guidance Counselor II (SHS)- GUIDC2-90031-2016, SG 12
  - b. Guidance Counselor II (SHS)- GUIDC2-90032-2016, SG 12
  - c. Guidance Counselor II (SHS)- GUIDC2-90033-2016, SG 12
  - d. Guidance Counselor II (SHS)- GUIDC2-90034-2016, SG 12
  - e. Guidance Counselor II (SHS)- GUIDC2-90035-2016, SG 12
  - f. Guidance Counselor II (SHS)- GUIDC2-90036-2016, SG 12
  - g. Guidance Counselor II (SHS)- GUIDC2-90037-2016, SG 12
  - h. Guidance Counselor II (SHS)- GUIDC2-90038-2016, SG 12
  - i. Guidance Counselor II (SHS)- GUIDC2-90039-2016, SG 12
  - j. Guidance Counselor II (SHS)- GUIDC2-90040-2016, SG 12
2. The Job Summary and placement of the Guidance Counselor II are:
  - a. Provides and implements guidance and counseling services for the learners of the schools within the division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy;
  - b. Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the Schools Governance and Operations Division (SGOD) at the SDO;
  - c. Will be deployed to a school or cluster of schools, as deemed necessary by the SDO.
  - d. Services of the Guidance Counselor II to be shared by schools following a 1:500 ratio of guidance counselors to students.



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9705



Republic of the Philippines

## Department of Education

Cordillera Administrative Region

**Schools Division of Benguet**

3. Qualified applicants are advised to prepare three (3) sets of documents; One folder containing the original copies to be brought during the scheduled interview (separate communication) for verification purposes and two (2) folders containing photocopies, arranged and labeled properly with ear tags and fastened in a white long folder, to be submitted through the Records Section on or before October 17, 2022, to wit:
  - a. Application Letter, should be brief and concise only;
  - b. Fully accomplished Personal Data Sheet (PDS), with recent passport size I. D. picture, with name printed and signature (CS Form 212, revised 2017, downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
  - c. Performance Ratings for the last three rating periods if applicable/or Certificate of employment with performance indicated by employer;
  - d. Latest appointment/designation;
  - e. Updated service record duly signed;
  - f. Certificates such as awards, innovation, research conducted, publications, resource speakership;
  - g. Certificates of trainings attended or scholarships
  - h. Photocopy of eligibility/rating/License
  - i. Photocopy of Transcript of Records. **Certificate of completion of academic requirements leading to Master's or Doctoral degree**

\*Additional documents submitted after the deadline will not be accepted.
4. Health protocols is still our concern to be adhered to by all transacting clients; wearing of facemasks, observing physical distancing at all times, washing and sanitizing of hands.
5. Dissemination of this Memo by all concerned is enjoined.

GLORIA B. BUYA-AO  
Schools Division Superintendent

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

RECRUITMENT

ASSESSMENT

OFFICERS

Osd/s/personnel/hrmo



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