



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 519
 Series of 2023

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

BY: Hajin
 DATE: 29 JUN 2023
 TIME: 2:50 P.M.
 Ctrl. No. 2023-06-303

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

ATTENTION : **ABDULLAH P. SALIK, JR.**
 Director General for Basic Education

FROM : **MOHAGHER M. IQBAL**
 Minister



SUBJECT : **DATA REQUEST FOR GUIDANCE COUNSELORS AND DATA COORDINATORS IN THE SCHOOLS DIVISIONS OF MBHTE-BARMM**

DATE : June 27, 2023

1. This has reference to the Department of Education (DepEd) Memorandum DM-OUHROD-2023-0607 dated 5 May 2023, regarding the **REQUEST FOR DATA – INVENTORY OF GUIDANCE COUNSELOR POSITIONS IN DepEd (Guidance Counselor I, II, III; Guidance Coordinator I, II, III, Guidance Services Specialist)**. The information shall be used in the process of reviewing the staffing and structure of these positions in terms of their adequacy, relevance, and responsiveness to the needs of our learners and personnel as well as in support of the proposed bills in Congress.
2. In this connection, you are hereby directed to submit the information required using the attached template (Annex A) which shall become part of the consolidated report to be submitted by the Ministry of Basic, Higher and Technical Education to the DepEd Central Office.
3. Kindly submit the accomplished form in MS Excel format through the **Human Resource and Management Division (HRMD)** on or before **Monday, July 10, 2023**, including a duly signed scanned copy of the report sent to the armm.hrmo@deped.gov.ph.
4. For information and strict compliance.

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 BY: Hajin
 DATE: JUN 29 2023
 TIME: 2:55 PM
 Control No. 2023-06-303





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OFFICE OF THE DIRECTOR IV
 Date and Time Received: 10 MAY 2023
 Signature: [Signature]
 Signature: [Signature]
 RECEIVED
 SECTION, REGIONAL OFFICE NO. []
 MAY 10 2023
 4:15
 TIME: 1:30 PM

MEMORANDUM
DM-OUHROD-2023-0607

RECEIVED
 PERSONNEL SECTION
 DATE: 5/10/23
 TIME: 4:43 PM
 SIGNATURE: [Signature]

TO : REGIONAL DIRECTORS

**ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS
 CHIEF ADMINISTRATIVE OFFICERS
 ADMINISTRATIVE OFFICERS - PERSONNEL SECTION
 SCHOOL HEADS**

FROM : GLORIA JUMAMIL-MERCADO
*Undersecretary for Human Resource and Organizational
 Development*

**SUBJECT : REQUEST FOR DATA - INVENTORY OF GUIDANCE
 COUNSELOR POSITIONS IN DepEd (Guidance Counselor I, II,
 III; Guidance Coordinator I, II, III; Guidance Services
 Specialist)**

DATE : May 5, 2023

The Department of Education (DepEd) Bureau of Human Resource and Organizational (BHROD) is cognizant of the importance of our Guidance and Counseling personnel in ensuring the overall well-being of our learners, teachers, and non-teaching personnel.

The Bureau is currently in the process of reviewing the staffing and structure of the Guidance and Counseling positions in the Department to ensure that this is adequate, relevant, and responsive to the needs of our learners and personnel. Further, the following bills are proposed, and the Department is working closely with the Congress for the needed data/information on Guidance Counselor positions in DepEd:

SENATE BILL NO. 379 - An Act Strengthening the Promotion and Delivery of Mental Health Services in Basic Education Schools through the Institutionalization of the Mental Health and Well-Being Program, Prescribing the Hiring and Deployment of Mental Health Professionals, Prescribing the Creation of Plantilla Positions of Guidance Associates in the Department of Education, Increasing the Salary Grades of Guidance Counselors, Appropriating Funds therefor, and for other purposes. - Sen. Win Gatchalian

OKD email
 r/h/13

In this regard, the BHROD is requesting the field offices to submit relevant data for Guidance Counselor positions in DepEd (Guidance Counselors I-III, Guidance Coordinators I-III, and Guidance Services Specialists) using the attached template (**Annex A**) which will be utilized in order to support the above-mentioned initiatives and bills.

Kindly submit the accomplished Annex A **on or before May 15, 2023**, including a scanned copy of the consolidated report duly signed by the Regional Director and an editable Excel file via email at bhrod.sed@deped.gov.ph and support.nspp@deped.gov.ph.

For queries and clarifications regarding this Memorandum, please coordinate through the above-mentioned emails.

For your compliance.

[BHROD-SED/Mallari]

Consolidated Individual Data of Guidance Counselors
By Division

Region: Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

- Instructions:**
1. The RO shall consolidate the list of Guidance Counselor positions per SDO using the template provided below.
 2. Kindly arrange the list according to division. All Divisions under the Region must be included. In case that a certain SDO does not have a Guidance Counselor Position, please indicate N/A in all applicable fields.
 3. Provide the latest data as of March 2023.
 4. Please refer to the sample provided for further guidance.

For Non-Registered Guidance Counselor Occupying Guidance Counselor Plantilla Position In DepED	
Do you have a Masters In Guidance and Counseling?	Status
Yes	Completed all the requirements for Masters Degree
No	Did not enroll to any Masters Degree Program for Guidance and Counseling
Ongoing	Currently Enrolled
Ongoing Thesis	With MA academic units
Completed Academic Units	Passed all academic unit requirements
Practicum	Ongoing/Completed practicum requirements
Compre Passer	Passed the Comprehensive Examination
Ongoing Thesis	Currently working with thesis requirements
CSC Prof	CSC Professional
LPT	Licensed Professional Teacher
RPsy	Registered Psychologists
Rpm	Registered Psychometrician

List of Existing Guidance Counselor Positions under this Region

Region	Division	Position	Plantilla No.	Name of Personnel (Name, MI, Surname)	Registered Guidance Counselor (Y/N)	For Non-Registered Guidance Counselor Occupying Guidance Counselor Plantilla Position In DepED		Other Applicable Eligibility (CSC Prof, LPT, Rpsy, Rpm)	Actual Place of Assignment (SDO/School)	School ID	School Name
						Do you have a Masters In Guidance and Counseling?	Indicate Status if ongoing				

*Please insert additional row(s) if necessary.

<p>Prepared by:</p> <p>Name: _____</p> <p>Position: _____</p> <p>Office: _____</p> <p>Date: _____</p> <p>Contact Number: _____</p>	<p>Certified Correct:</p> <p>Name of Schools Divisio Superintendent _____</p>
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In compliance with Republic Act 10173, the Data Privacy Act of 2012, we shall ensure that all personal information gathered in this form will only be used for its intended purpose and will remain confidential, secured and protected.