



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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06 Feb 2026

**DIVISION MEMORANDUM**  
OSDS-2026-018

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR ALL  
INCUMBENT GUIDANCE COORDINATORS AND COUNSELORS**

To: Division HRMPSB Members  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All other Concerned  
This Division

1. This is to announce the submission of documents for conversion and reclassification of existing guidance counselors and guidance coordinators positions pursuant to RA 12080.
2. Incumbent guidance counselors and coordinators shall submit their application documents in one (1) green folder, arranged and properly labelled, that includes the following documentary requirements:
  - a. Letter of intent addressed to the Schools Division Superintendent;
  - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable
  - c. Photocopy of valid and updated PRC License/ID, if applicable;
  - d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
  - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
  - f. Photocopy of duly signed Service Record;
  - g. Photocopy of Certificate/s of Training, if applicable



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- h. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
  - i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
3. Deadline of submission is on February 9, 2026.
  4. For inquiries contact Mr. Roel D. Balbareno at 09779341073.
  5. Widest dissemination of and strict compliance with this memorandum is directed.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

**REQUIREMENTS**

Roel D. Balbareno/OSDS/MLA – submission of documentary requirements  
for all incumbent guidance coordinators and counselors  
0104/February 6, 2026



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<b>No.</b>	<b>Name of Incumbent</b>	<b>Position and Salary Grade</b>	<b>Plantilla</b>
1	DE VERA, SHEILA MARIE MERCADO	GUIDANCE COUNSELOR I - SG11	Glan-Padidu National High School
2	CATADA, OXIDEZA GILUANO	GUIDANCE COUNSELOR II - SG12	Senior High School
3	SINGCO, MARIANNE BASAYA	GUIDANCE COUNSELOR II - SG12	Senior High School