



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 14, 2026

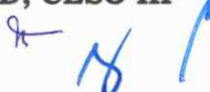
**REGIONAL MEMORANDUM**

No. **1211** s. 2026

**ADOPTION OF THE APPLICANT SHARING SYSTEM FOR THE EXPEDITIOUS  
FILLING-UP OF VACANT SCHOOL COUNSELOR ASSOCIATE I (SCA I)  
POSITIONS**

To: Schools Division Superintendents  
Human Resource Merit Promotion and Selection Board  
Human Resource Management Officers  
All Others Concerned

1. Attached is Memorandum OM-OUHRODI-2026-3639 dated September 9, 2026 with the subject: Adoption of the Applicant Sharing System for the Expeditious Filling-Up of Vacant School Counselor Associate I (SCA I) Positions.
2. The Schools Division Superintendents, through their respective Human Resource Management Officers, are hereby requested to coordinate with other Schools Division Offices and Regional Offices to ensure the expeditious filling of the remaining vacant School Counselor Associate I positions.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director 

Enclosure: As stated

Reference: As stated

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

SCHOOL COUNSELOR ASSOCIATE  
SHARING SYSTEM

AD-PS-EDR



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

DEPARTMENT OF EDUCATION

**RECEIVED**

RECORDS SECTION REGIONAL OFFICE NO. VIII

DATE: 9/11/26

TRACKING #: 10274

TIME: 2:02pm

SIGNATURE: [Signature]

OFFICE OF THE REGIONAL DIRECTOR

SIGNATURE: [Signature]

### MEMORANDUM

DM-OUHRODI-2026-3639

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

ATTENTION : **REGIONAL AND DIVISION HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)**

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

SUBJECT : **ADOPTION OF THE APPLICANT SHARING SYSTEM FOR THE EXPEDITIOUS FILLING-UP OF VACANT SCHOOL COUNSELOR ASSOCIATE I (SCA I) POSITIONS**

DATE : September 9, 2026

This is in reference to DM-OUHRODI-2026-2438 dated 13 July 2026, titled *Instructions on the Expeditious Filling-Up of FY 2026 School Counselor Associate I (SCA I) Positions*, and the ongoing recruitment, selection, and appointment (RSA) activities for SCA I positions. The said Memorandum directed the Regional Offices (ROs) and Schools Division Offices (SDOs) to maximize existing recruitment and selection mechanisms to facilitate the immediate filling and deployment of SCA I personnel.

Consistent with the Department's Merit Selection Plan and Recruitment Selection and Appointment (RSA) Guidelines, Section 20(b) of DepEd Order (DO) No. 021, s. 2024 provides for an Applicant Sharing System as an enabling mechanism for fast-tracking the filling of Teacher I positions. Under this mechanism, an SDO that has exhausted its CAR-RQA may draw from remaining applicants in the CAR-RQA of nearby SDOs, subject to the applicant's consent and compliance with applicable qualification requirements.

To facilitate the expeditious filling of the remaining vacant SCA I positions and to avoid unnecessary repetition of recruitment, assessment, and other related processes that have already been undertaken, the Department hereby **extends the application of the Applicant Sharing System to SCA I positions**, subject to the safeguards and procedures prescribed herein.

This arrangement recognizes the SCA I as a teaching-related position under the teaching personnel category of the DepEd plantilla, and provides an appropriate enabling mechanism for the SDO that have insufficient or exhausted pools of qualified SCA I applicants. The mechanism is intended to maximize existing CARs and support the timely deployment of qualified personnel to schools where their services are needed.

### IMPLEMENTATION OF THE APPLICANT SHARING SYSTEM FOR SCA I



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An SDO that has exhausted its CAR or has no remaining qualified applicants therein, but still has vacant SCA I positions, may coordinate with nearby SDOs with remaining qualified SCA I applicants in their respective CARs and invite such applicants to be considered for appointment to its remaining vacant SCA I positions.

The following procedures shall be observed:

1. The needing SDO shall coordinate with the originating SDO to determine the availability of remaining qualified SCA I applicants in the latter's CAR-RQA who may be considered for its unfilled SCA I positions;
2. The needing SDO shall inform the identified applicant of the available SCA I position, including its place of assignment, and shall secure the applicant's **written consent and willingness** to be considered for appointment in the needing SDO.
3. Upon receipt of the applicant's consent, the originating SDO shall provide or validate the applicant's CAR results and pertinent recruitment and assessment records necessary for consideration by the needing SDO, subject to applicable data privacy and records-management requirements;
4. The applicant's CAR score obtained from the originating SDO shall be recognized and honored by the needing SDO. Accordingly, the applicant shall not be required to undergo another comparative assessment, provided that the applicant meets the CSC-approved Qualification Standards and other specific qualification or competency requirements applicable to the SCA I position;
5. The needing SDO shall undertake the necessary verification of the applicant's compliance with the applicable Qualification Standards and other appointment requirements prior to endorsement to the Appointing Authority;
6. Participation in the Applicant Sharing System shall not constitute any vested right or guarantee of appointment. Selection and appointment shall remain subject to the applicable laws, civil service rules, DepEd Merit Selection Plan and RSA Guidelines, and the lawful exercise of discretion by the Appointing Authority; and
7. Where an SDO has remaining vacant SCA I positions and qualified applicants are available through the Applicant Sharing System, republication of the positions shall no longer be necessary solely for the purposes of generating additional applicants. The mechanism shall be utilized to maximize existing CARs and facilitate the filling of SCA I vacancies without unnecessarily repeating recruitment and comparative assessment activities already undertaken. When no qualified applicants remain available through this mechanism, the SDO shall republish the remaining vacant SCA I position in accordance with existing DepEd and CSC policies.

The ROs shall provide overall coordination, facilitation, and monitoring of the implementation of the Applicant Sharing System among SDOs within their respective regions. Where the available pool within the region has likewise been exhausted, coordination with other ROs and SDOs may be undertaken, subject to the same requirements and safeguards prescribed herein.

Consistent with DM-OUHRODI-2026-2438, the **AGAP System shall continue to serve as the Department's official platform for documenting and monitoring the recruitment, selection, appointment, and deployment of SCA I personnel.**

For immediate dissemination, guidance, and strict compliance.



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