



MC No. 16, s. 2011

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES;  
DEPARTMENTS, BUREAUS AND AGENCIES OF THE  
NATIONAL GOVERNMENT; LOCAL GOVERNMENT  
UNITS; GOVERNMENT-OWNED AND CONTROLLED  
CORPORATIONS WITH ORIGINAL CHARTER; AND  
STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Qualification Standards for Guidance Counselor  
Positions in Government**

Pursuant to CSC Resolution No. **1100651** dated **May 26, 2011**, the Commission adopts the following Qualification Standards for Guidance Counselor positions in government:

**Guidance Coordinator I (SG 13)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : None required  
Training : None required  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Coordinator II (SG-14)  
Guidance Coordinator III (SG-15)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Counselor I (SG 10)**  
**Guidance Counselor II (SG 11)**  
**Guidance Counselor III (SG 12)**  
**Guidance Services Associate I (SG 12)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : None required  
Training : None required  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Services Associate II (SG 14)**  
**Guidance Services Specialist I (SG 16)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Services Specialist II (SG 18)**  
**Guidance Services Specialist III (SG 20)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Services Specialist IV (SG 22)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : 3 years of relevant experience  
Training : 16 hours of relevant training  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Services Specialist V (SG 24)**

Education : Master's degree in Guidance and Counseling  
or in any allied discipline  
Experience : 4 years in position/s involving management and  
supervision  
Training : 24 hours of training in management and  
supervision  
Eligibility : RA 1080 (Guidance Counselor)



CSC Resolution No. 1100651 also provides that the appointment of those who do not possess the required eligibility but were appointed under permanent status prior to the issuance of the Guidelines contained therein shall not be disturbed. However, they shall not be eligible for promotion to higher Guidance Counselor positions unless they meet the required RA 1080 (Guidance Counselor) eligibility.

All circulars, policies, issuances inconsistent with the abovementioned Resolution are hereby repealed.

CSC Resolution No. 1100651 dated May 26, 2011 shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

  
**FRANCISCO T. DUQUE III, MD, MSc**  
Chairman

15 JUL 2011

*CSC Resolution No. 1100651 dated May 26, 2011 was published on July 1, 2011 in Malaya Newspaper*





Qualification Standards;  
Guidance Counselor Positions

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Number: 1100651

Promulgated: 26 MAY 2011

## RESOLUTION

**WHEREAS**, Section 3, Article IX-B of the 1987 Constitution provides that *"the Civil Service Commission as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity x x x. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, x x x"*;

**WHEREAS**, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

**WHEREAS**, under the 1997 Revised Qualification Standards Manual (as implemented by CSC Memorandum Circular No. 1, s. 1997), the prescribed eligibility for the Guidance Counselor position is Career Service (Professional) or appropriate second level eligibility;

**WHEREAS**, with the passage of **Republic Act No. 9258 (Guidance and Counseling Act of 2004)** on March 2, 2004, the Professional Regulation Commission (PRC) created the Professional Regulatory Board of Guidance and Counseling, the powers and functions of which include, among others, the supervision and regulation of the practice of Guidance and Counseling;

**WHEREAS**, Sec. 3, Article I of the said Act defines a Guidance Counselor as *"a natural person who has been registered and issued a valid Certificate of Registration and a valid Professional Identification Card by the Professional Regulatory Board of Guidance and Counseling and the Professional Regulation Commission (PRC)"*;

**WHEREAS**, Section 14, Article III of the said Act provides that *"a person who possesses the pertinent qualifications required for admission in the examination for registration as guidance counselor pursuant to the provisions of this Act may be registered without examination: Provided, That the applicant files with the Board x x x an application for registration and issuance of a Certificate of Registration and Professional Identification Card x x x"*;

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*

**WHEREAS**, in order to conform to the provisions of RA 9258, there is a need to amend the eligibility requirement of the following Guidance Counselor positions prescribed in the 1997 Revised Qualification Standards Manual:

**Guidance Coordinator I (SG 13)**  
**Guidance Coordinator II (SG-14)**  
**Guidance Coordinator III (SG-15)**  
**Guidance Counselor I (SG 10)**  
**Guidance Counselor II (SG 11)**  
**Guidance Counselor III (SG 12)**  
**Guidance Services Associate I (SG 12)**  
**Guidance Services Associate II (SG 14)**  
**Guidance Services Specialist I (SG 16)**  
**Guidance Services Specialist II (SG 18)**  
**Guidance Services Specialist III (SG 20)**  
**Guidance Services Specialist IV (SG 22)**  
**Guidance Services Specialist V (SG 24)**

**WHEREFORE**, the Commission hereby **RESOLVES** to revise the Qualification Standards of the Guidance Counselor positions, as follows:

**Guidance Coordinator I (SG 13)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : None required  
Training : None required  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Coordinator II (SG-14)**  
**Guidance Coordinator III (SG-15)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : RA 1080 (Guidance Counselor)

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**Guidance Counselor I (SG 10)**  
**Guidance Counselor II (SG 11)**  
**Guidance Counselor III (SG 12)**  
**Guidance Services Associate I (SG 12)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : None required  
Training : None required  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Services Associate II (SG 14)**  
**Guidance Services Specialist I (SG 16)**

Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : RA 1080 (Guidance Counselor)

**Guidance Services Specialist II (SG 18)**  
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Education : Bachelor's degree in Guidance and Counseling  
or in any allied discipline  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
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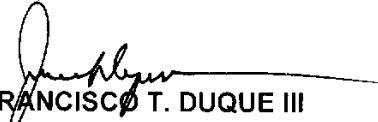
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The Commission further **RESOLVES** that the appointment of those who do not possess the required eligibility but were appointed under permanent status prior to the issuance of this Guidelines shall not be disturbed. However, they shall not be eligible for promotion to higher Guidance Counselor positions unless they meet the required RA 1080 (Guidance Counselor) eligibility.

This Resolution shall take effect fifteen (15) days after its publication.


Quezon City.

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**MARK ANN Z. FERNANDEZ-MENDOZA**  
Commissioner

  
**RASOL L. MITMUG**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

APE/FCT/jane  
guidance counselor-reso

