



MC No. 02, s. 2017

MEMORANDUM CIRCULAR

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

SUBJECT : Amendment to CSC MC No. 16, s. 2011 on the Education and Training Requirements for Guidance Counselor Positions

Pursuant to CSC Resolution No. 1601475 dated December 22, 2016, the Commission amends the existing qualification standards for Guidance Counselor positions, as follows:

Guidance Coordinator I (SG 14)

Education: Master's degree in Guidance and Counseling
Experience: None required
Training: None required
Eligibility: RA 1080 (Guidance Counselor)

Guidance Coordinator II (SG 15)

Guidance Coordinator III (SG 16)

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

Guidance Counselor I (SG 11)

Guidance Counselor II (SG 12)

Guidance Counselor III (SG 13)

Guidance Services Associate I (SG 12)

Education: Master's degree in Guidance and Counseling
Experience: None required
Training: None required
Eligibility: RA 1080 (Guidance Counselor)

In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

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

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

Guidance Services Specialist IV (SG 22)

Education: Master's degree in Guidance and Counseling
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
Experience: 4 years of supervisory/management experience
Training: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility: RA 1080 (Guidance Counselor)

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1601475*.


ALICIA dela ROSA – BALA
Chairperson

10 FEB 2017

*CSC Resolution No. 1601475 dated December 22, 2016 was published on January 31, 2017 in the Philippine Star.



QUALIFICATION STANDARDS

Amendment to CSC MC No. 16, s. 2011
Re: Education and Training Requirements
for Guidance Counselor Positions

X-----X

Number: 1601475

Promulgated: 22 DEC 2016

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 (b), 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 Regulatory Commission (PRC) in accordance with this Act and by virtue of specialized training performs for a fee, salary or other forms of compensation, the functions of guidance and counseling under Sec. 3 (a) of this Act”*;

WHEREAS, Sec. 13 (c) of the same law provides for the qualifications for the licensure examination for Guidance Counselor, one of which is *“holder of a Bachelor’s Degree in Guidance and Counseling or in other disciplines and a Master’s Degree in Guidance and Counseling from an institution in the Philippines or abroad recognized or accredited by the CHED”*;

Certified True Copy:

SEYMOUR R. PAJARES
Chief Personnel Specialist

Commission Secretariat & Liaison Office

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

WHEREAS, Sec. 14, Article III of the same 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;*

WHEREAS, in CSC Memorandum Circular No. 16, s. 2011, dated July 15, 2011, the prescribed education and eligibility requirements for Guidance Counselor positions are Bachelor's degree in Guidance and Counseling and RA 1080 (Guidance Counselor) eligibility;

WHEREAS, in CSC Memorandum Circular No. 5, s. 2016 (Revised Qualification Standards for Division Chief and Executive Managerial Positions in the Second Level), promulgated on February 24, 2016, the training requirement for Division Chief (SG 24) is *“40 hours of supervisory/management learning and development intervention undertaken within the last 5 years”;*

WHEREAS, in order to conform to the provisions of RA No. 9258 and CSC MC No. 5, s. 2016, there is a need to amend the education requirement of the following Guidance Counselor positions as prescribed in CSC MC No. 16, s. 2011 and the training requirement for Guidance Services Specialist V (SG 24);

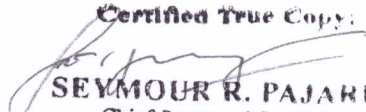
Guidance Coordinator I (SG 14)
Guidance Coordinator II (SG 15)
Guidance Coordinator III (SG 16)
Guidance Counselor I (SG 11)
Guidance Counselor II (SG 12)
Guidance Counselor III (SG 13)
Guidance Services Associate I (SG 12)
Guidance Services Associate II (SG 14)
Guidance Services Specialist I (SG 16)
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 **RESOLVES** to **AMEND** the qualification standards (QS) of the Guidance Counselor positions, as follows:

Guidance Coordinator I (SG 14)

Education:	Master's degree in Guidance and Counseling
Experience:	None required
Training:	None required
Eligibility:	RA 1080 (Guidance Counselor)



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SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison

Guidance Coordinator II (SG 15)
Guidance Coordinator III (SG 16)

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

Guidance Counselor I (SG 11)
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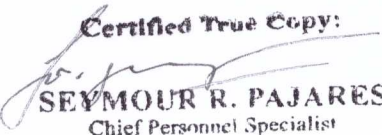
Guidance Services Specialist IV (SG 22)

Education: Master's degree in Guidance and Counseling
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
Experience: 4 years of supervisory/management experience
Training: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility: RA 1080 (Guidance Counselor)

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Chief Personnel Specialist
Commission Secretariat & Liaison Office

The Commission **FURTHER RESOLVES** that the approved qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions.

This resolution shall take effect fifteen (15) days after publication in a newspaper of general circulation.

Quezon City.

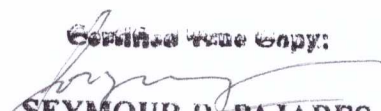

ALICIA dela ROSA - BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested By:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Certified True Copy:

SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office