



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

07-2019-08-276
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: AUG 20 2019
BY: [Signature]

DIVISION MEMORANDUM

No. 276, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned


FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: August 19, 2019

RE: COMPARATIVE ASSESSMENT FOR REGISTRAR I

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for SHS Registrar I Position is now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 19, s. 2016 (Guidelines On The Organizational Structures And Staffing Patterns Of Stand-Alone And Integrated Public Senior High Schools (SHS)) and DepED Order No. 66, s. 2007 (Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non Teaching Positions):

Education	Experience	Training	Eligibility
Bachelor's degree	none required	none required	Career Service (Professional) Second Level Eligibility

2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:

- CSC Form 212 (revised 2017);
- Transcript of Records;
- Eligibility – Certificate of Eligibility / PRC Rating and unexpired License;
- Performance Rating for the last three (3) years; (Numerical Rating)
- for transferees and promotion, must be at least 1 year in the present



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position

- Updated Service Records;
- Certificate/s of Outstanding/Meritorious Accomplishment;
- Outstanding Employee Award;
- Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
- Research and Development Projects;
- Publication/Authorship;
- Consultancy/Resource Speakership;
- Certificates of trainings attended not credited during the last promotion;
- Chairmanship/Co-chairmanship of a technical / planning committee;
- Omnibus certification as to authenticity and veracity of all documents submitted.

3. Deadline of submission will be on **August 27, 2019**. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.

4. The schedule of screening and interview will be announced later.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE