



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

2020 - 20145
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 DIVISION OF MALAYBALAY CITY
 RELEASED
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 BY: _____

DIVISION MEMORANDUM

No. 478, s. 2020

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

FROM: VICTORIA V. GAZO, PhD., CESO V
 Schools Division Superintendent

DATE: December 7, 2020

SUBJECT: Announcement of Vacancy for Senior High School Registrar I

1. This Office announces the selection process of the vacant Senior High School Registrar I in this Division. Applicants to the position 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-Along 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):

Position	Education	Experience	Training	Eligibility
Registrar I (SG 11)	Bachelor's degree	none required	none required	Career Service (Professional) Second Level Eligibility

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **December 15, 2020**.

- 2.1. Application letter addressed to the Schools Division Superintendent
- 2.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
- 2.3. Copy of transcript of records
- 2.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
- 2.5. Performance Ratings for the last three (3) years (numerical)
- 2.6. Updated Service Records / Certificate of Employment
- 2.7. Certificate/s of Outstanding / Meritorious Accomplishment;
 - a) Outstanding Employee Award;



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- b) Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - c) Research and Development Projects;
 - d) Publication/Authorship;
 - e) Consultancy/Resource Speakership;
- 2.8. Certificates of trainings attended not credited during the last promotion;
- 2.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
- 2.10. Omnibus certification as to authenticity and veracity of all documents submitted.
3. Qualified applicants shall be notified on the date of interview which shall be on January 2021. They shall bring the original copy of their pertinent documents during the interview.
4. Attached is the Minimum Qualification Standards, Job Description, and Duties and Responsibilities of the above position.
5. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.
6. Immediate dissemination of this memorandum is desired.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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- Receives, updates and maintains the records, reports and documents of the school, its staff and learners;
- Manages and updates the Learner Information System (LIS);
- Ensures an efficient process of registration and enrollment;
- Facilitates the process of releasing records of the school, staff and learners

to the necessary institutions; and

- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

Only in Medium, Large and Very Large SHS; in Small SHS these functions are absorbed by the Administrative Assistant

- Responsible for the execution and continuous improvement of the administrative process of the school including budget planning and preparation of financial reports, subject to the approval of the School Head or Principal; and

- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

Only in Medium, Large and Very Large SHS; in Small SHS these functions are absorbed by the Principal

Guidelines on the Organisational Structure and Staffing Patterns of Public Stand-Alone and Integrated Senior High Schools (SHS)