



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

04 May 2020

DIVISION MEMORANDUM

No. 101, s. 2020

EXTENSION FOR SUBMISSION OF APPLICATIONS FOR REGISTRAR I POSITION

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the extension on submission for Applications for Registrar I position to **May 10, 2020, 11:59PM**. Per DepED Order 19, s. 2016, duties and responsibilities of the position include the following:
 - a. Receives, updates and maintains the records, report and documents of the school, its staff and learners;
 - b. Manages and updates the Learners Information System (LIS);
 - c. Ensures an efficient process of registration and enrollment;
 - d. Facilitates the process of releasing records o the school, staff and learners
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.”
3. The following qualification standards shall be considered:

Prescribed Qualifications

 - a. *Education*: Bachelor’s Degree relevant to the job
 - b. *Training*: None required
 - c. *Experience*: None required
 - d. *Eligibility*: CS Professional; 2nd level eligibility

Required Competencies

 - a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
 - b. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be SHS-R1_Full Name (e.g. SHS-R1_Juana D. Cruz). The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph on or before the deadline.
 - a. Application Letter;
 - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - c. Certificate of Registration/ License or any proof of eligibility;
 - d. Performance Rating for the last three (3) rating periods;
 - e. Updated copy of Service Record;
 - f. Transcript of Records;
 - g. All available and eligible pertinent documents as stipulated in DepED Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.

5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will undergo the interview, tentatively scheduled on May 29, 2020.

6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:
 - Chairman: **Aliena S. Dajay, Ph.D., CESE**
Assistant Schools Division Superintendent

 - Members: **Rolly B. Labis, Ph.D.**
SGOD, Chief Education Program Supervisor

 - Jeffrey M. Martinez**
Administrative Officer V

 - Sonia E. Pagapulaan**
SIC, Molugan National High School

 - Helen E. Maasin**
Education Program Supervisor, NEU-Division Chapter Representative

 - Anna Mae M. Atillo**
Human Resource Management Officer II

- Secretariat: **Randy Rhys U. Capistrano**
Administrative Assistant III

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7. Immediate dissemination of the Memorandum to all concerned is enjoined.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge ✓
Office of the Schools Division Superintendent

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

RECRUITMENT

SELECTION

OSDS/AMA



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