



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

12 May 2020

DIVISION MEMORANDUM
No. 105, s. 2020

EVALUATION OF APPLICANTS FOR REGISTRAR I POSITION

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

1. This is to inform the field that the Selection Line-Up for Registrar I position is already available at the Division Website.
Step 1: Visit the Division Website (www.depedelsalvadorcity.net)
Step 2: Click *Career Opportunities*
Step 3: Select *Selection Line-up* sub-menu
Step 4: Select *2020* tab
2. Members of the Human Resource Merit Promotion and Selection Board (HRMPSB), as indicated in Division Memorandum 101, s. 2020, shall evaluate the applicants (enlisted in the Selection Line-up), as scheduled:
May 25-27, 2020 – Initial Evaluation of Applicants' Documents
May 28-29, 2020 – Interview of Applicants via Google Meet and Final Deliberation of Documents
3. For information, guidance and compliance.

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

OSDS/AMA



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

SELECTION LINE-UP

May 12, 2020

(Date)

DEPARTMENT OF EDUCATION- EL SALVADOR CITY DIVISION

Name of Agency/Office

Vacant Position: **REGISTRAR I (SENIOR HS)**

Item Number: **OSEC-DECSB-R1-660019-2016**

NAME	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PRESCRIBED QUALIFICATION	Bachelor's degree	none required	none required	CS Professional; 2nd level eligibility
AMPLAYO, CORSINI S.	Bachelor of Secondary Education major in English	9 months of work experience	none	RA 1080 (Teacher)
ARANAS, ANALESA P.	BS Business Administration major in Business Economics	more than 1 year work experience	more than 8 hours of training	CS Professional
BALANE, SHELLANIE GRACE L.	15 units in Masters in Government Management	more than 1 year work experience	more than 8 hours of training	CS Professional
BANCALE, BETHGRACE N.	Bachelor of Elementary Education	more than 1 year work experience	more than 8 hours of training	RA 1080 (Teacher)
BAYNO, MICHELLE A.	Bachelor in Elementary Education	none	none	RA 1080 (Teacher)
BOLASCO, ALEXESMAE A.	BS Business Administration	more than 1 year work experience	more than 8 hours of training	CS Professional
CHIVA, DARYL G.	Masters in Business Administration	more than 1 year work experience	more than 8 hours of training	CS Professional
CRUZ, DANIEL B.	Bachelor of Arts major in English	more than 1 year work experience	more than 8 hours of training	CS Professional
DECENILLA, AILEEN M.	Bachelor in Elementary Education	more than 1 year work experience	more than 8 hours of training	RA 1080 (Teacher)
ESIC, ZOILA MAXINE C.	BS Business Administration major in Entrepreneurial Marketing	6 months of work experience	none	Honor Graduate Eligibility
GEÑOSO, SAMANTHA ELLIS M.	BS Technology Communications Management	more than 1 year work experience	more than 8 hours of training	RA 1080 (Teacher)
ISMAEL, NADJERA D.	Masters in Public Administration	1 year work experience	more than 8 hours of training	CS Professional
MALINAO, MARGIE B.	Bachelor of Elementary Education	5 months of work experience	more than 8 hours of training	RA 1080 (Teacher)
MANALASIG, DESSA B.	BS Business Administration major in Financial Management	more than 1 year work experience	none	CS Professional
NUÑEZ, APRIL JANE	BS Accounting Technology	more than 1 year work experience	none	CS Professional
TORAYNO, JONAHLYN I.	BS Business Administration major in Financial Management	more than 1 year work experience	more than 8 hours of training	CS Professional
TUBALINAL, CHEBELLE ANN C.	BS Business Administration major in Financial Management	more than 1 year work experience	none	CS Professional
YBAÑEZ, THERESE CHARMAINE C.	Masters in Information Technology	more than 1 year work experience	more than 8 hours of training	CS Professional

*NOTE: Applicants enlisted above are invited for interview scheduled on **May 28-29, 2020**, via Google Meet. Further, applicants are advised to present the following documents on the schedule stated.

1. Application Letter indicating the position applying for
2. Personal Data Sheet (CSC Form 212, Revised 2017)
3. Proof of Eligibility
4. Latest Performance Rating (at least 3 rating periods, if applicable)
5. Service Record/Certificate of Employment
6. Proof of Any Outstanding Accomplishment (outstanding employee award, innovations, authorship/publications, research, consultant/resource speaker)
7. Transcript of Records
8. Certificate/s of Training/s
9. Omnibus certification of authenticity and veracity of all documents submitted

Prepared by:

ANNA MAE M. ATILLO
Human Resource Management Officer

Certified Correct by:

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