



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

JULY 21, 2020

DIVISION MEMORANDUM
NO. 211, s. 2020

To: Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
All Education Program Supervisors
All Public Schools District Supervisors
HRMPSB – Chairman and Members
All Concerned

**CALL FOR APPLICATION FOR THE POSITION OF
SENIOR HIGH SCHOOL REGISTRAR I**

1. This office announces the opening of application for the position of Senior High School Registrar I with the following basic Qualification Standards:





- **(1) Registrar I (SG-11)**
 - **Education:** Bachelor's degree
 - **Training:** None required
 - **Experience:** None required
 - **Eligibility:** Career Service (Professional) Second Level Eligibility

Job Summary:

- 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.

Place of Assignment: Emiliano Tria Tirona Memorial NHS



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 66, s. 2007:

- E-folder - A. Letter of Intent addressed to the Schools Division Superintendent
- E-folder - B. Personal Data Sheet with latest 2x2 picture
- E-folder - C. Performance Rating – 3 consecutive years (if any)
- E-folder - D. Experience – Service Record or Certificate of Employment
- E-folder - E. Outstanding Accomplishments (if any)
 - 1. Awards
 - 2. Innovations
 - 3. Research
 - 4. Publication
 - 5. Consultant/Resource Speakers in trainings/seminars

For Innovations, Researches and Publications, scanned copy of front page of programs/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study, memorandum, travel order, certificate and other pertinent documents should be presented during the open ranking.

- E-folder - F. Education and Trainings
 - 1. Latest Transcript of Records
 - 2. Certificates of Trainings attended
- E-folder - G. Certificate of Eligibility

3. CD cover should be labelled with **applicant's name, position desired, and contact number**. Likewise, all applicants should bring the hard copy documents during open ranking and interview for validation. Submit on or before **July 31, 2020 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.





4. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the “Equal Opportunity Principle (EOP) on Human Resource Management and Development”. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation.

5. Posting and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DM-211
072120-035/07/21/2020



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