



Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**Notice of Vacancy**  
**September 9, 2022**  
**NV No. 2022-024**

Position Title	Plantilla Item No.	Place of Assignment
One (1) Registrar 1 (Senior High School)	OSEC-DECSB-R1-840049-2016	Schools Division of South Cotabato – Senior High School (Tboli National High School)

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Registrar 1	11	Php 25,439.00	Bachelor's Degree	None Required	None Required	Career Service Second Level Eligibility (Professional)

Duties and Responsibilities of **Registrar 1**

Responsible for the efficient and effective delivery of administrative and learner support services to the school.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Administrative and Learner Support Services</b>	<ul style="list-style-type: none"> <li>• Receives, updates and maintains the records, reports and documents of the school, its staff and learners;</li> <li>• Manages and updates the Learner Information System (LIS);</li> <li>• Ensures an efficient process of registration and enrollment;</li> <li>• Facilitates the process of releasing records of the school, staff and learners to the necessary institutions; and</li> <li>• Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.</li> </ul>

*SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020*



**Address:** Alunan Avenue, Koronadal City, South Cotabato  
**Telephone Number:** (083) 228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





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The DepEd Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

- a. Application Letter;

Address to: **RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent  
DepEd Division of South Cotabato  
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**  
Asst. Schools Division Superintendent  
HRMPSB Chairman

- b. Personal Data Sheet (PDS Revised March 2017);
- c. Certified Photocopy of Official Transcript of Records w/ S.O. and CHED Certification, Authentication and Verification (CAV);
- c.1 Completion of academic requirements for Master's Degree (with certification from school registrar)
- c.2 Masters Degree
- c.3 Completion of academic requirements for Doctorate Degree (with certification from school registrar)
- c.4 Doctorate Degree
- d. Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
- e. Certificates of Training/Awards/Recognition/Outstanding Accomplishments;
- f. Service Record/Employment Certificate; and

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- g. Other documents to support credits points under award/s (shall attached certificate or other means of verification) innovations (shall attached documentation of the innovation), research and development projects (shall attached copy of the research conducted in your work place), publication/authorship (shall attached copy of articles/book appearing the name/s of the author and publication date) & speakership/consultancy (shall attached copy of speakership certificate).
- h. Original Copy of Notarized Omnibus Certification of Authenticity and Veracity of Documents.

Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

**PLEASE SUBMIT ONE (1) SET OF FASTENED** (use safety paper fastener) **PERTINENT DOCUMENTS.**

- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007, “**Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions**” for the criteria and number of points assigned to each criterion.
- **Deadline for submission of pertinent documents:** **September 26, 2022**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit **One (1) Set** of pertinent documents to DepEd Schools Division of South Cotabato Records Section. In addition, kindly access this link **[bit.ly/SDOSC-ORF-NTPA-HRMPSB](http://bit.ly/SDOSC-ORF-NTPA-HRMPSB)** for your online registration.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

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