



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

Notice of Vacancy
January 18, 2023
NV No. 2023-005

Position Title	Plantilla Item No.	Place of Assignment
One (1) Registrar 1 (Senior High School)	OSEC-DECSB-R1-840070-2016	Schools Division of South Cotabato – Senior High School (Polomolok National High School)

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Registrar 1	11	Php 27,000.00	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
Administrative and Learner Support Services	<ul style="list-style-type: none"> • 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

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Address: Alunan Avenue, Koronadal City, South Cotabato
Telephone Number: (083) 228-3801
Email Address: south_cotabato@deped.gov.ph





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	<ul style="list-style-type: none">• 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.
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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

KINDLY SPECIFY THE AREA/PLACE OF ASSIGNMENT YOU WISH TO BE ASSIGNED.

- b. Personal Data Sheet (PDS Revised March 2017);
- c. Official Transcript of Records w/ S.O. and CHED Certification, Authentication and Verification (CAV);
- 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
- g. Other documents to support credits points under **innovation** (shall

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attach documentation of the innovation), **research and development projects** (shall attach copy of the research conducted in your work place), **publication/authorship** (shall attach copy of articles/book with cover page including name/s of the author and publication date) & **speakership/consultancy** (shall attach 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 ONLY ONE (1) SET OF FASTENED (use safety paper fastener) **PERTINENT DOCUMENTS**.

In the event of MULTIPLE APPLICATIONS please prepare documents for each area/place of assignment.

- **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:** **February 03, 2023**, 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** for your online registration.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

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