



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



Energy Park, Apokon, Tagum City, Davao del Norte, Philippines  
Email Address: tagum\_city@deped.gov.ph Website: deped.tagumcity.gov.ph TeleFax: (084) 216-3504

**DIVISION MEMORANDUM:**

TO: **ALL ELEMENTARY & SECONDARY SCHOOL HEADS  
CURRICULUM IMPLEMENTATION DIVISION  
SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
ALL OTHERS CONCERNED**

FROM: The Office of the Schools Division Superintendent

SUBJECT: **Acceptance of Application for NON-TEACHING VACANT POSITION:  
REGISTRAR I**

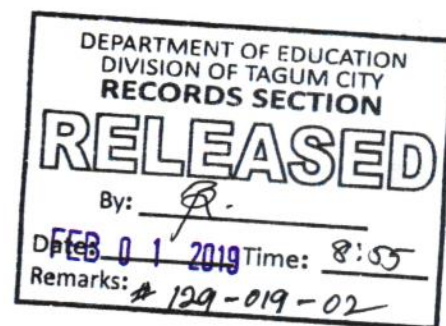
DATE: January 31, 2019

1. For information and guidance, this Office hereby announces the acceptance of application of the **vacancy for NON-TEACHING POSITION** of this Division, hereto attached.
2. **DepEd Order No. 66, s. 2007** entitled, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching positions will be used as legal basis for the evaluation of documents.
3. For reference and guidance of all concerned:

<b>Acceptance of Application for Registrar I</b>	<b>January 31, 2019 – February 14, 2019</b>
--	---

4. Only application from applicants who have **met the minimum requirements** shall be considered.
5. Application folders shall observe color coding of position as indicated in the Notice of Vacancy form.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**NELSON C. LOPEZ, CESO VI**  
Schools Division Superintendent



# NOW HIRING



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



Energy Park, Apoklan, Tagum City, Davao del Norte, Philippines  
Email Address: tagum\_city@doedep.gov.ph  
Website: doedep.tagumcity.gov.ph  
Telephone: (094) 216-3504

## NOTICE OF VACANCY (PLANTILLA POSITION)

# NOW HIRING

No. of Vacancy	Position	Salary Grade	Location	MINIMUM REQUIREMENTS				General Function
				Education	Experience	Training	Eligibility	
1	Registrar I	11 (P20,179)	La Filipina National High School	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	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.

Qualified applicants shall submit the required documents listed below and must be placed in a **WHITE FOLDER** on or before **February 14, 2019** arranged as follows:

- Application letter specifying the position being applied for addressed to:  
**NELSON C. LOPEZ, CESO VI**

Schools Division Superintendent

- Duly Accomplished Personal Data Sheet (CS Form 212) with latest ID picture
- Performance Rating for the last three (3) consecutive rating period
- Service Record/Certificate of Employment (if applicable)
- Official Transcript of Records with CAV issued CHED (baccalaureate/graduate studies)
- Certificate of Eligibility
- Certificate of Training/seminar/workshops attended relevant to the position
- Certificate of Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research & Development Project, Publication/Authorship, Consultancy/Resource Speaker in Training Seminar Workshop)

Prepared by:

  
**SHARMIE H. CUARTE**  
Administrative Officer IV

Approved by:

  
**NELSON C. LOPEZ, CESO VI**  
Schools Division Superintendent