Republic of the Philippines

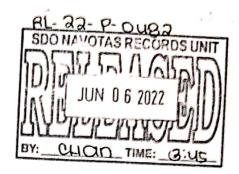
Department of Education

NATIONAL CAPITAL REGION SCHOOLS DIVISION OFFICE OF NAVOTAS CITY

Office of the Schools Division Superintendent

06 June 2022

Honorable TOBIAS REYNALD M. TIANGCO City Mayor Navotas City



Thru:

Information and Communications Technology Office

SIR:

Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated June 06, 2022 concerning the Hiring of Registrar I. May we request that you kindly post and disseminate this issuance in your City's official website page, for your constituent's information.

For other details, you may contact Ms. Elenor R. Cansino, Human Resource Management Officer II, at elenor.robles@deped.gov.ph or at 83555032.

Thank you and more power!

Very truly yours,

ALEJANDRO G. IBAÑEZ

Schools/Division Superintendent



Personnel/CJME



Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen, **Navotas City**

(02) 83555032, (02) 83327985



Patrion...Purpose...Productivity



Republic of the Philippines

Department of Education

National Capital Region Schools Division Office of Navotas City

Office of the Schools Division Superintendent

MEMORANDUM

To:

OIC-Assistant Schools Division Superintendent

Chief Education Supervisors

Public Elementary & Secondary School Heads

All Others Concerned

FROM:

ALEJANDRO G. IBAÑEZ

Schools Division Superintendent 🍍

SUBJECT:

SCREENING/ EVALUATION FOR NON-TEACHING POSITION:

REGISTRAR - I (Senior High School)

Date:

06 June 2022

 The field is hereby informed that the Division, through Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for non-teaching position to fill up natural vacancy:

Position/s	No. of Position	Salary	Monthly Salary per	Place/s of Assignment & No. of
	to be Filled	Grade	NBC 579, s. 2020	Vacancy
Registrar I	1	11	Php 25,439.00	Bangkulasi Senior High School

- 2. All interested in this position must be able to meet the Qualification Standards (QS) (see Annex A: Qualification Standards) before they can be shortlisted and proceed with the application process. Applicants who will not meet the minimum QS of the position and failed to submit the list of documentary requirements (see Annex B: List of Documentary Requirements) on the set deadline shall not be included in the pool of applicants.
- 3. The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply for this position regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation. The Division upholds the value of equality and diversity into all elements of its



Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen, Navotas City

(02) 83555032, (02) 83327985



SL- 22-RM-P-D7Q5 SDO NAVOTAS RECORDS UNIT

Passion...Purpose...Productivity... Angat Pa, NAVOTAS! recruitment systems and adopts the **Equal Employment Opportunity Principle** (EEOP).

- 4. All interested applicants shall submit the following documentary requirements (see Annex B: List of Documentary Requirements) with tags/markers through the Records Section on June 24, 2022, Friday, and all hard copies of the documents must also be submitted in clearly scanned copies in PDF format. These should be sent via email to sdonavotas.personnel@deped.gov.ph on or before the deadline, for evaluation purposes. In the event that there is discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy. Also, all hard & soft copies shall be arranged according to the criteria mentioned in item number 5. Previous applicants must still submit all the requirements in hard and soft copies.
- 5. DepEd Order No. 66 s. 2007 (For Non-Teaching Group) shall be used as reference in the screening and evaluation process. The criteria for computation of points of the applicants (see **Annex C: List of References**).
- 6. The schedule of activities relative to the screening /evaluation for teaching-related position (see **Annex D: Timeline of Activities**), and additional reminders and announcements (see **Annex E**).
- 7. For queries, please contact Ms. Elenor R. Cansino, HRMO–II, at (8)355-50-32 or through email at <u>elenor.robles@deped.gov.ph</u>.
- 8. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC

Annex A

Qualification Standards (QS) for the Registrar I position:

Position Title	Education	Training	Experience	Eligibility
	Requirements	Requirements	Requirements	Requirements
Registrar I	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility

JOB DESCRIPTION

Job Summary

This position shall provide operations and functions to leaner support group and responsible for the efficient delivery of administrative support services to the school

- 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
- Reports to the assistant principal for operations and learner support and/or principal/ school head

Annex B

List of Documentary Requirements:

а	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position being applied for)
b	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
С	Updated Service Record	Note: A private sector applicant must submit his/her Certificate of Employment with brief descriptions of his/her current duties and responsibilities.)
d	Photocopy of Academic Records/ Transcript of Records	holders of Bachelor's/ Master's or Doctorate degrees
		Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
е	Photocopy of Certificate of Eligibility	/ Rating/ License/ ID
f	Photocopy of Performance Ratings for the last 3 rating periods prior to this application	(Note: This should cover FY 2019, 2020 and 2021, if annual rating)
g	Photocopy of certificates of training attended	conducted for at least three days and held within the last five (5) years and after the last promotion (for Criteria proper)
h	Photocopy of certificates of specialized training attended	(e.g. scholarship programs, short term courses, or local or foreign study grants)
• West	Photocopy of certificates of Outstanding Accomplishments (if any)	i. Outstanding Employee Awards ii. Innovations iii. Research & Development Project iv. Publication/Authorship v. Consultancy/Resource Speaker in Trainings/ Seminars/ Symposia
j	Omnibus Sworn Statement	see Annex F
k	Checklist of Requirements	see Annex G
The state of the s	Waiver pursuant to the Background Investigation	see Annex H

The above-mentioned documents in item **i.ii** Innovation must be duly authorized/approved by the immediate chief and attested by authorized regional/ division official. Likewise, item **i.iv** (Publication/ Authorship) must have accompanying certification from the publisher or copy of the book or article bearing the name of the applicant.

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ANNEX C

List of references:

As per DepEd Order No. 66 s. 2007 (Non-Teaching Group Level 2)

CRITERI	IA .	POINTS		
1	Performance *	30		
2	Experience **	10		
3	Outstanding Accomplishments ***	20		
	(Meritorious Accomplishments)			
4	Education ****	15		
5	Training *****	10		
6	Psycho-social attributes	10		
7	Potential	5		
TOTAL		100		

The HRMPSB shall evaluate the applicants using the above-mentioned table and assign points under a particular criterion.

Participant in one (1) training (National & International) conducted for at least three (3) days not credited during the last promotion, and Chairman/ Cochairman in a technical/planning committee

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^{*} At least Very Satisfactory (VS)

^{**} Relevant to the duties & functions of the position to be filled

^{***} Outstanding employee award, innovations, research, publication or authorship & consultant or resource speaker

^{****} At least Complete Academic Requirements for Master's Degree

^{*****} Participant in specialized training, participant in three (3) or more training activities in each level (District, Division & Regional) conducted for at least three (3) days not credited during the last promotion,

ANNEX D

Timeline of Activities:

Date	Activities	Person or Committee In-Charge
June 06 to June 20, 2022	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: https://depednavotas.ph/ ; https://www.facebook.com/Navotas.Division ; https://www.facebook.com/navotenoako	AO II, ITO
June 06 to June 20, 2022	Filling out of Google form at https://bit.ly/JuneVacancy1 for the virtual orientation for interested applicants	Interested applicants
June 21, 2022	Virtual orientation of interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & google form)	Interested applicants, AO II and HRMPSB
June 24, 2022	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and to email address sdonavotas.personnel@deped.gov.ph	Interested applicants, AO II, Records Officer
June 29, 2022	Open ranking and interview of qualified applicants Finalization of the assessment of documents and results of the interview for conforme by the applicants	Interested applicants, HRMPSB HRMPSB Secretariat

ANNEX E

Additional Reminders:

- In adherence to the existing national and local health and safety protocols in line with the COVID-19 pandemic, some of the activities listed in Annex D may be conducted virtually via google meet application.
- 2. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity and Veracity of Documents. Any false and fraudulent document submitted shall be grounds for disqualification (see Annex F).
- 3. An Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform with their individual results.
- 4. Applicants who will not be able to participate during the scheduled evaluation assessment shall not be given scores for the interview.
- 5. It is understood that applicants to this position are willing to be assigned in the school where the vacancy exists.
- 6. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations, and skills tests. Additionally, Background Investigation (BI) may be conducted by the HRMO (see **Annex H**).

ANNEX F

Omnibus Certification of Authenticity and Veracity of Documents

CERTIFICATION

1.		, of legal age,	, Filipino and
	at		anno dell'amonto i considerato della considerato
under o	ath, hereby depose and sa	γ:	
2.	or a true and faithful represents and information of the lam assuming full read authenticity of the dot that I am aware that any the selection process; That I am making the	violation will automatically di se statements as part of I applicant to the Departme	olete and that all and correct; ty on the validity isqualify me from the recruitment
		•	
		Ap	pplicant
2020, affi	iant exhibiting to me his/her	pefore me this day of Community Tax Certificate No , Philippines.	0
		Notar	y Public
		Until PTR No Date Place Tin	
Page No Book no.			

ANNEX G

CHECKLIST OF REQUIREMENTS

O	nze:				
	ntact Number:				
	nicity:				
er	son with Disability:	es () No ()			
ok	Parent: Ye	es () No ()			
		,			
		Status of	Status of	Initial	Release/
		Submission	submission	Screening	Return
	Basic Documentary	00.01133.011	3001111331011	00.009	1.010111
	Requirements	(To be filled-out	(To be filled-out	by the HRMO	(To be filled-out
	modello morno	by the	by the	by me riking	by the
	T	applicant)	Records)		Records)
1	Letter of Intent addressed to				
	the Schools Division				1
2	Superintendent Duly accomplished Personal				
2	Data Sheet (or CSC Form				
	212, Revised 2017)				
3	Photocopy of Certificate of				
	Eligibility/Rating/License/ID				
4	Photocopy of updated				
	Service Record/ Certificate				
	of Employment/ Contract of Service, whichever is/ are				
	available				
5	Photocopy of Certificates of				
	Training, if applicable				
6	Photocopy of Academic				
	record, e.g. TOR, including graduate/ post-graduate, if				
	applicable				
7	Photocopy of Performance				
	Ratings for the last 3 rating				
_	periods, if applicable				
8	Omnibus Swom Statement				
9	Others (please specify)				
	A45 0 516544 71165 6 7 7 1				
PE	ME & SIGNATURE OF THE RSON IN CHARGE:				
,	MANUEL.				
DA	TF·				
	16.				
This	is to certify that all information aboves to authorize the Schools Division (ve are true and corre	ect: and that the doc	Stimonto acidonalità a at	
sek	tso to authorize the Schools Division ection and hiring.	Office of Navotas to	use my personal info	imation for purpose	are authentic. This
-	and hing,			S. Poipose	or lectuliment,

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ANNEX H

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

AUTHORIZATION FOR BACKGROUND CHECK

1,	hereby authorize the Schools Division
Office of Navotas City (SDO-Navotas)	to investigate my background and
qualifications for purposes of evaluating	whether I am qualified for the position
for which I am applying. I understand the	hat the information gathered by SDO-
Navotas during the background inves	tigation will only be used to for this
application process and shall be protect	ted and kept confidential as required
under the Data Privacy Act of 2012 (Rep	ublic Act. No. 10173). I also understand
that I may withhold my permission and ti	nat in such a case, no investigation will
be done, and my application for employ	ment will not be processed further. $ \psi $
Name & Signature of Employee	Date