



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAO DEL NORTE

DEPED LANAO DEL NORTE
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DIVISION MEMORANDUM

No. 775 s. 2025

**CALL FOR APPLICATIONS FOR REGISTRAR I (SENIOR HIGH SCHOOL) OF
LALA NATIONAL HIGH SCHOOL**

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This office calls for the submission of applications for **Registrar I (Senior High School) of Lala National High School**. The assessment shall abide with the guidelines, procedures, and criteria of *DepEd Order No. 007, s. 2023*, otherwise known as *“Guidelines on the Recruitment, Selection, and Appointment in the Department of Education”*.

All applicants and personnel concerned are directed to refer to **Attachment A: Detailed Hiring Guidelines and Application Procedures** for information regarding the Qualification Standards, key timelines, required documents and submission instructions.

2. For guidance of all concerned, immediate dissemination of this Memorandum is hereby directed.


EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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Attachment A

Detailed Hiring Guidelines and Application Procedures

BUREAU/SERVICE:	Division of Lanao del Norte
DIVISION/UNIT:	Senior High School
POSITION PROFILE	
Position: Registrar I Non-Teaching	Salary Grade: 11-1
Item No.: OSEC-DECSB-R1-660024-2016	
JOB DESCRIPTION	
<ul style="list-style-type: none">• Receives, updates and maintains the records, reports and documents of the schools, its staff and learners• Manages and updates the Learners Information System (LIS)• Ensures and 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 School Head for Operations and Learner Support and/ or School Head	
MINIMUM QUALIFICATIONS	
Education	Bachelor's degree
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility
PREFERRED QUALIFICATIONS	
Education	Bachelor's degree in Education, Business Administration, Public Administration, Office Administration, Information Technology, or a closely related field
Experience	Experience in school records management, student services, or administrative work in a school setting
Training	Trainings and seminars related to records management and archiving, learner information system (LIS) and EBEIS, Data privacy and records confidentiality (RA 10173), Basic office administration and report preparation
Skills and Competencies	<ul style="list-style-type: none">• Strong working knowledge of DepEd policies on learner records, transfers, graduation, and certification• Proficient in MS Word, Excel, and basic database or records tracking systems



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	<ul style="list-style-type: none">Ability to manage large volumes of records accurately and systematicallyStrong attention to detail and commitment to date accuracy and confidentialityGood communication skills for coordinating with teachers, school heads, parents, and other schoolsAbility to work independently and meet reporting deadlines
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ANNOUNCEMENT: Mandatory Compliance for Registrar I (Senior High School) Applicants

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for Registrar I (Senior High School) of Lala National High School. Our hiring process strictly adheres to the principles of **Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity** as mandated by **DepEd Order No. 007, s. 2023**.

Action Required: Review of RSA Procedures

To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

1. V. Procedures – *Enclosure No. 1 to DepEd Order No. 007, s. 2023*
2. Criteria and Point System for Hiring and Promotion to Non-Teaching Positions – *Enclosure No. 5 to DepEd Order No. 007, s. 2023*

Understanding these provisions is crucial as it informs you of the entire **Recruitment, Selection, and Appointment (RSA)** process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.

DETAILED SUBMISSION INSTRUCTIONS:

(*Required Documents)

IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.



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A. Letter of Intent* – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte. Kindly **INDICATE THE POSITION** you are applying for.

B. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet(WES)* – please ensure that **ALL PAGES MUST BE SIGNED** and your **THUMBMARK, PICTURE**, and **SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are ON THE 4TH PAGE of your PDS.

IMPORTANT NOTE:

For PDS: Applicant must ensure all details and information are correct and updated from page 1-4.

For WES: applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.

C. Photocopy of Certificate of Eligibility/Rating or valid and updated PRC License/ID* (must be CLEAR and READABLE)

D. Photocopy of Transcript of Records and Diploma*

IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:

For applicants with earned units leading to Master's and/ or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
- Certificate of Completed Academic Requirements (if CAR)
- Certificate of Units Earned (if Unit's earner)

E. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if available

F. Photocopy of latest appointment, (for internal applicants who applied for promotion)

G. Photocopy of relevant Certificate/s of Training and seminars attended, if available

IMPORTANT NOTE:

Applicants shall ensure that all certificates must be CLEAR and READABLE and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are RELEVANT to the position.

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

H. Photocopy of required Performance Ratings in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable

I. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Annex C)* notarized by the following authorized officials:



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President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerk of courts; registrar of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)

J. Other documents as may be required by the HRMPSB, including but not limited to portfolio.

GENERAL REMINDERS:

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.
- **Applicants who fail to submit the required documents within the given deadline SHALL NOT BE INCLUDED in the official pool of applicants.**
- Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.
- Now, we assume that you are already aware of the documentary requirements, please submit your application to the **Personnel Section**, through the **Records Section**, on or before **2:00 PM of January 16, 2026**.

The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.