**VACANCY ANNOUNCEMENT**

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| **BUREAU/SERVICE:** | | Department of Education – Region IX | |
| **DIVISION/UNIT:** | | Division of Zamboanga Sibugay – Senior High School | |
| **POSITION PROFILE** | | | |
| **Position:** REGISTRAR 1 | | | **Salary Grade:** 11  **Monthly Salary: ₱ 27,000.00** |
| **Item No.:**  R1-570051-2016  R1-570060-2016  R1-570061-2016 | | | **Other Incentives/Bonuses:**   * Monthly Economic Relief Allowance * Mid-year bonus * Productivity Enhancement Incentive * Clothing Allowance * Cash Gift * Year-end bonus |
| **JOB DESCRIPTION** | | | |
| Organize and administer records, progression and graduation eligibility of all students within the school’s system; report on  trend, students of concern and other areas as needed. | | | |
| **QUALIFICATIONS** | | | |
| Education | Bachelor’s degree relevant to the job | | |
| Experience | NONE | | |
| Training | NONE | | |
| Eligibility | Career Service (Professional) Second Level Eligibility | | |

**APPLICATION PROCEDURE**

1. **Submit** the following documentary requirementsto the Personnel Section through the Records Section or send all their scanned pertinent documents through personnel.zambosibugay@deped.gov.ph on or before **March 2, 2023 (Thursday)**:
   1. Letter of Intent (addressed to **Dr. Jeanelyn A. Aleman, CESO VI**, Schools Division Superintendent). **Kindly include the position with the corresponding school/office, you are applying for**.
   2. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at* [*http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*](http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html)
   3. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
   4. Photocopy of the **latest** Transcript of Records
   5. Photocopy of the **3 Performance ratings** for the **last 3 rating periods**
   6. Certificates of **relevant trainings** and **seminars** attended,
   7. Certificates of outstanding accomplishments **(Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker)**

**NOTE: INCOMPLETE AND LATE SUBMISSION OF DOCUMENTS WILL NOT BE GIVEN FAVORABLE ACTION**

**The Department of Education-Zamboanga Sibugay adheres to the existing general policy of no discrimination based on gender, civil status, disability, religion, ethnicity or political affiliation.**

***\* Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.***

***\*\* If the link does not redirect you to the online application form, please type the address manually.***