



DEP-ED SDO N.E.  
**RELEASED**  
MAR 15 2022

Republic of the Philippines  
**Department of Education**  
REGION III - CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

14 March 2022

DIVISION MEMORANDUM  
No. 73 s, 2022

**DIVISION OPEN RANKING FOR REGISTRAR I POSITIONS**

TO: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Secondary School Principals/Head Teachers  
All Others Concerned

1. This is to announce that there will be a conduct of an Open Ranking for **Registrar I** position on **March 23, 2022, 9:00 a.m.** at the Schools Division Office-Board Room, Brgy. Rizal, Santa Rosa, Nueva Ecija.
2. Interested applicants should meet the minimum requirements required by the position base on the CSC Qualification Standard, to wit:  
Education: Bachelor's degree  
Experience: None Required  
Training: None Required  
Eligibility: Career Service (Professional) Second Level Eligibility
3. All interested applicants are required to upload the accomplished notarized and updated **Personal Data Sheet (CSC Form 212)** and **Omnibus Sworn Statement of Authenticity** to this link <https://bit.ly/sdoneranking> on or before **5:00 p.m. on March 18, 2022**. The link will be closed after aforementioned date and time.
4. Applicants are required to bring one (1) set - original copies and one (1) set - photocopies of the following documents on day of ranking, to wit:
  - a. Notarized Omnibus Sworn Statement of Authenticity
  - b. Letter of intent addressed to the Head of Office
  - c. Notarized and updated CS Form 212
  - d. Authenticated copy of Eligibility
  - e. Last 3 years of Performance Rating
  - f. Service Record or Certificate of Employment
  - g. Outstanding Accomplishment
  - h. Innovations
  - i. Research and Development Projects
  - j. Publication/Authorship
  - k. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia
  - l. Transcript of Record
  - m. Certificate of Trainings



Address: Brgy. Rizal, Santa Rosa, Nueva Ecija 3101  
Telephone No.: (044) 940 3121  
Email: [nueva.ecija@deped.gov.ph](mailto:nueva.ecija@deped.gov.ph)  
Facebook Page: DepEd SDO Nueva Ecija  
Webpage: [www.deped-ne.net.ph](http://www.deped-ne.net.ph)



5. Applicants should follow the schedule of activity during selection process, to wit;
  - a. 10 minutes orientation
  - b. 5 minutes verification of documents relative to the CSC Qualification Standards
  - c. 10 minutes examination
  - d. The rest of the time will be allotted for interview and appreciation of documents
6. Interested applicants should be at the SDO-Board Room 15 minutes before the activity
7. Please refer to DepEd Order No. 66, s. 2007 for the computation of points in accordance with the criteria as indicated therein.
8. The Division Selection Board (PSB) is composed of the following:
 

Chairman: Mina Gracia L. Acosta, PhD, CESO VI  
Assistant Schools Division Superintendent

Ronilo E. Hilario, CESO VI  
Assistant Schools Division Superintendent

Members: Luis M. Calison Chief, SGOD  
Antonio U. Felix Medical Officer III-President NTPA  
Orlando C. De Leon Administrative Officer V  
Roxer Erwin B. Garcia Administrative Officer IV (HRMO)

Secretariat: Melanie S. Garcia Administrative Officer II  
Kenneth Tristan L. Silverio Administrative Assistant III
9. No application shall be accepted after March 18, 2022.
10. All applicants are welcome regardless of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation.
11. Strict implementation of health protocols such as wearing of face mask, physical distancing, and use of sanitizers/disinfectants will be observed. Health declaration of applicants will be required.
12. For information, guidance and compliance.

  
**JESSIE D. FERRER, CESO V**  
 Schools Division Superintendent

Encl.: None  
 References: DO 66 s. 2007  
 To be indicated in the Perpetual Index  
 under the following subject:  
 APPLICANTS  
 REGISTRAR I  
 SELECTION PROCESS

RBG 2022 Division Ranking for Registrar I Position  
 1-3-2/RBG 14-03-2022