



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

March 8, 2024

**DIVISION MEMORANDUM**  
**No. 149, s. 2024**

**OPEN RANKING SYSTEM FOR REGISTRAR I POSITION**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
OIC, Chief Education Supervisor  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. In connection with the on-going comparative assessment and evaluation of applicants for Registrar I Position, this Office hereby announces the schedule for the Open Ranking, skills test and interview for qualified applicants on **March 11 and 12, 2024** at **8:30 a.m, Division Multi-Purpose Hall**.
2. In the conduct of the aforementioned activity, the qualified applicants are advised to bring laptops, extension wires and must ensure WIFI or internet connection for the skills test.
3. The Human Resource Merit Promotion and Selection Board (HRMPSB) adopts an Open Ranking System for qualified applicants to ensure transparency in the process. Results of the comparative assessment, wherein applicants or subset of applicants present are thereat, shall be disclosed to all attendees. Also, clarifications on the results and acknowledgement of their individual assessment must be done during the open ranking & shall require the applicants **to affix their signature** on their Individual Evaluation Sheet (IES).
4. Duly signed IES shall serve as acknowledgement that the applicant has undergone the application & assessment process based on the guidelines & that the results of the individual assessment were discussed with and affirmed by the concerned applicant.





**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



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5. The participants of this activity are the members of the HRMPSB and HRMPSB Sub-Committee Secretariat.
6. Expenses relative to the conduct of this activity shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encl.: None

Reference:

DO 007, s. 2023  
DM 627, s. 2023

To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEES

EVALUATION

ASSESSMENT

RANKING



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