ROOSEVELT COLLEGE SYSTEM

JOB DESCRIPTION OF REGISTRAR
BASIC EDUCATION DIVISION & TERTIARY EDUCATION DIVISION

Position Title: REGISTRAR

Position Relationships:

A. Supervision Received:
   School Head

B. Supervision Given:
   Clerks in the Registrar’s Office

C. Coordination:
   Cashier
   Guidance Counselor
   Class Advisers
   Other Registrars of the school system

POSITION DESCRIPTION

General Function:

Effective and efficient implementation and operationalization of all the mandates of the RCS, the CHED, the DepEd, the TESDA and other agencies of the Government like DFA, Bureau of Immigration, etc. in conjunction with the following activities of the Registrar’s Office (RO): setting and implementing admission requirements, servicing and maintenance of students’ academic records, compliance with graduation requirements, release of grades of students, acting as general liaison with the CHED, DepEd, TESDA, etc., preserving and maintaining the integrity and confidentiality of the students’ records, etc.. Registrar shall serve all the Academic levels of the Unit.

Specific Duties and Responsibilities:

1. Responsible for the strict confidentiality, including the filing, safekeeping, and control of records and files in the Registrar’s Office.
2. Supervises the registration activities, and most especially the e-registration developed by the Information Technology Office (ITO) to streamline and speed up the registration process.
3. Enforces or causes the enforcement of the approved procedures, rules and regulations on enrolment.
4. Determines requirements and schedule of activities for registration with ample lead time for preparation.
5. Provides the Vice President Academics certified copies of enrollment data during the registration period.
6. Establishes systems and procedures, using digital methods, to ensure efficiency regarding the proper filing and safekeeping of transcript of records, certifications, and the like.
7. Entertains requests of students, parents, and/or authorized representatives or agents of other schools on matters related to records of former students of Roosevelt College System.
8. Limits only authorized personnel to work within the premises of the Office of the Registrar to avoid possible tampering of records and files kept under his/her custody.

9. Assists the School Head in the preparation and submission of copies of all records to the proper government authorities and to the Board of Trustees.

10. Checks records of candidates for graduation against the requirements of the school, DepEd, CHED, and TESDA; and, works in close coordination and cooperation with the Scholarships Committee in determining students graduating with honors, and filing applications for special orders (s. o.).

11. Issues certificates of honorable dismissal, transcript of records, and other credentials as may be requested in accordance with established procedures, rules and regulations of the school.

12. Examines credentials of transferees for purpose of registration and makes necessary requests from other schools for the official copy of the transcript of records of transferring students.

13. If requested by the Schoolhead/Dean evaluates students’ earned units from other schools for a given program of study of the transferees and makes a report of the results of evaluation to the School Head/Dean. The process of evaluation must follow the RCS prescribed program of study for the said course, giving due attention to the outlines of the different subjects comprising the program, subject title, course description, number of units for major subjects, number of units for minor subjects and the contents of the different subjects included in the program of study.

14. Takes active role, on the basis of records submitted, in implementing the Scholastic Delinquency Rules mandated by the RCS.

15. Serves as liaison officer of the school when dealing with the DepEd, CHED, and TESDA and other government units. Appoints a responsible officer or clerk within the Registrar’s Office to deliver official documents to the said government offices.


17. Strictly implements the policy of NOT releasing academic credentials of delinquent students.

18. Evaluates and rates individual performance of subordinates and takes necessary action to further improve performance.

19. Performs such other duties as may be directed by his superiors.

NINA FRANCES DELAS ARMAS
HRDMO Officer

Noted by: Approved by:

Dr. PAZ H. DIAZ ROMEO P. DELA PAZ
VP Academics President

Effectivity: S.Y. 2011-2012