



Republic of the Philippines
Department of Education
Region VIII (Eastern Visayas)
Division of Leyte
ASUNCION S. MELGAR NATIONAL HIGH SCHOOL
Pob. Zone II, Capoocan, Leyte



CERTIFICATE OF EMPLOYMENT

THIS IS TO CERTIFY that as per records on file in this office, **KATHLEEN AMOR R. BERONES** is a *bona fide* **PERMANENT/REGULAR** employee of this Division, as **Registrar I**, with Employee No. 6295047 with Salary Grade 11-01 since March 01, 2017.

She is currently assigned at Asuncion S. Melgar National High School, Capoocan, Leyte in charge of both the Junior High School and the Senior High School of the school.

Further, here duties and responsibilities include, but not limited to the following:

1. Ensure and lead an efficient and organized enrollment system for both junior and senior high school;
2. Spearhead the Early Registration for incoming Grade 7 learners;
3. Prepare a consolidated analytical and statistical report of the early registrants and enrollees as required by the Division;
4. Manage and update all learner records of the school such as Permanent School Records, Certificate of Good Moral Character, Certificate of Graduation and other certifications as the need arises;
5. Provide assistance to the teacher-advisers in updating the learner records in the Learner Information System and the Enhanced Basic Education and Information System.

6. Facilitate the release of school forms and records, such as Permanent School Records, Certificate of Good Moral Character, Certificate of Graduation and other certifications as the need arises
7. Receives, processes and manages all academic records of all learners including all records, reports, and school-related documents of the school staff and teachers.
8. Prepare an annual inventory report of all school files, documents and records.
9. Report to the School Principal concerning matters of enrollment, registration and records management of the school.
10. Attend seminars, meetings and conferences with regards to enrollment, registration of learners, Learner Information Survey, Enhanced Basic Education and Information System.
11. Do all other duties and responsibilities as ordered by the School Head.

This certification is issued upon the request of the interested party for whatever purpose it may serve him or her.

Done this **26th** day of **February 2019** at **Asuncion S. Melgar National High School, Capoocan, Leyte.**


MARGARITA N. RELOZA
School Head