FROM THE OFFICE OF THE SCHOOL REGISTRAR

by:

Jenina Elaine T. Naguit
School Registrar I, Laoag National High School

I wager that almost every registrar’s experience varies from person to person; whether you got it by chance, by promotion or just learned to love it. Regardless of the personal story, I firmly believe that by being a registrar, you should have a certain skill set that is needed to be efficient and effective.

“For the Office of the School Registrar” – is a statement that bears a lot of weight. It emphasizes the importance of being held responsible for whatever document or file you released from the said office. The role of the registrar in a school is no longer just about merely safe-keeping the records of the students. It has evolved from that to a lot more. Documents being released are no longer just about Student’s Permanent Records, Good Moral Character and Certificate of Registration. Now, we registrars also produce and sign other types of Certificate whether it is for transfer, for scholarship, for admission, for opening a bank account or anything that we can attest true to our records. This is the part where we registrars should keep our cool, most especially when there is a perceived manipulation of documents by the parents or guardians of students who are trying to alter and exploit the records of their children.

Registrars also assist in the analysis, formulation evaluation of the enrolment. Everything that happens in the enrolment should be micro supervised by the registrar. We oversee admission and overall enrolment so we could efficiently attend to the creation, updating, maintenance and disposition of academic records of students.

The demand for quality service calls for accuracy and timeliness in the release of information and records from the Office of the Registrar. May all of us who have been called to the noble profession of being the registrar continue to strengthen education reforms and ensure that these reforms serve our students better.
Reference: