THE REGISTRAR

by:
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Registrar I – Orani National High School – Main

Registrarship is indeed not an easy task for it encompasses responsibilities not merely to your work but more so to the students, the school and the community.

Enrolment is one of the primary concerns that a Registrar must focus to in order to have an accurate accounting of students registered during a semester.

Graduation is not the end of the line for the students and their parents but just the beginning of a new chapter in their lives as reflected on the academic records kept and maintained by the Registrar.

Information derived from data are managed properly and treated with confidentiality and objectivity in compliance with the Data Privacy Act.

Skills of communication, understanding and listening must be in Registrar’s possession making him/her mindful of the tone of the voice in interaction with others and listening attentively to every detail.

Technology plays a major role in the development of the processes a student or alumni must undergo in the different transactions with the Registrar and must be used in the achievement of goals of the school.

Records are prepared and kept carefully and deliberately to produce accurate data of students resulting to correct reports on school data, enrolment and graduation.

Administration of other transactions by the Registrar won’t be difficult with the knowledge and skills acquired through experiences, seminars and trainings.
Registrar facilitates the movement of the students, ensuring that records are kept, class scheduling is complete, and right information is disseminated.