THE REGISTRAR

by

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When we speak of records, the usual notion is that all records of personnel in any organization are kept and maintained at the Personnel or Human Resources Department which is quite true.

But in a school organization like the Department of Education (DepEd) where there are students there is a slight deviation. A separate section intended exclusively for students’ records is being added in the organizational setup which is the Registrar’s Office. All personnel records for teaching and non-teaching personnel like teachers, principals, administrative, and support personnel are centralized and maintained at the Administrative/Human Resources Department of the Division Office in Balanga City.

The Registrar’s Office is the depository of all records pertaining to students in a particular school, be it in the elementary, junior high school, and senior high school. Every school under DepEd in the province of Bataan has its own Registrar’s Office. If there are a hundred of schools spread out in different places, it follows that there shall also be a hundred of Registrar’s Office.

The person who heads the Registrar’s Office is whom we call the Registrar who coordinates with the resident principal of the school. Among other things, basically the primary task of a Registrar is to maintain a complete, accurate, and reliable information of all students’ records in a particular school where he/she is assigned. He/she makes sure that these records are updated at any given time and readily available when needed.

Initially, the information that goes into the records bears the name of the student, address, age, date of birth, and other personal circumstances. Upon enrolment a unique
student number is assigned to every student which then becomes his/her official identity that will be reflected in the record folder opposite the name of the student.

At the end of each grading period, teachers make evaluation of students’ performance and issue corresponding grades thereafter based on a lot of considerations like passing an oral and written exam, behaviour in class, absences, tardiness, etc.

Once these students’ grades are finalized, these are then forwarded to the Registrar’s Office and later form part of the respective record folders of students. As a responsible employee who has been entrusted to keep track and maintain students’ records accurately, the Registrar shall make sure that everything is done to perfection by making a thorough review of all the grades encoded. As such, the grades of John shall not be inadvertently encoded to Paul’s name and the grades of Maria shall not be wrongly credited to Petra.

Other than grades there may be other historical events that may crop up along the way during a student’s stay in school. A mischievous student for example may be summoned at the principal’s office repeatedly for misbehaviour and other acts of wrongdoings, where written reprimands are likely to be issued by the school authorities against the erring student. The Registrar collates all these events and puts them on record so that if ever the student is eventually expelled from school, there is a substantial proof to justify such expulsion.

On the contrary, students who excel in their classes get the chance of landing in top spots come graduation day when all their yearly grades are tabulated. The Registrar gets himself involved by providing accurate records of students. Records in general are confidential in nature and therefore need to be kept in a safe and secured location by a competent Registrar and shall not be accessible to anybody else.