



Department of Education  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City


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**DIVISION MEMORANDUM**

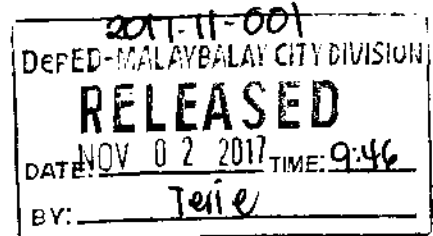
No. 579 s. 2017

TO: Chief Education Supervisors & Staff, CID & SGOD  
Public Elementary and Secondary School Teachers  
All Others concerned  
This Division

FROM:   
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

Date: October 30, 2017

Subject: **DIVISION ORIENTATION OF APPLICANTS TO THE 2017 PRINCIPALS' TEST ONLINE APPLICATION SYSTEM**



1. Pursuant to Region Memorandum No. 489, s. 2017, re: Orientation on the 2017 Principals' Test Online Application System, this office conducts a Division Orientation of Applicants to the 2017 Principals' Test Online Application System on November 3, 2017, Friday at exactly 8:00 A.M. at Bangcud National High School Computer Laboratory, Science Curriculum Building, Bangcud Malaybalay City.
2. This aims to provide participants full awareness and understanding of the new 2017 Principals' Test Online Application System and its processes and apply using the system.
3. Enclosure 1 is the list of participants to this Division Orientation of Applicants to the Principals' Test Online Application System as recommended by the School Heads.
4. Interested applicants who are qualified to take the examination that are not included in the list may attend the orientation provided that permission from the school head is obtained.

3. Participants to this orientation are directed to bring laptop, pocket Wi-Fi/ internet connection and soft copy of the requirements for the online application.

4. Attached to this memorandum are The Matrix of the Activity, Qualification of Applicants Required Documents and Schedule of 2017 Principals' Test for reference.

5. For inquiries please contact: **Edwin A. Carlaga**, OIC, Senior Education Program Specialist in HRD, Mobile Number **09365836567**.

6. Immediate dissemination is highly desired.

Enclosure: *As stated*

cc: *Records Section*  
*HRD*

*To be posted on Website*

## ENCLOSURE 1

### LIST OF PARTICIPANTS TO THE DIVISION ORIENTATION OF APPLICANTS TO THE 2017 PRINCIPALS' TEST ONLINE APPLICATION SYSTEM AS RECOMMENDED BY THE SCHOOL HEADS

|    | NAME                     | SCHOOL               |
|----|--------------------------|----------------------|
| 1  | Caballero, Nimfa A.      | Dapulan ES           |
| 2  | Cabangay, Homer B.       | Imbayao ES           |
| 3  | Tano, Elvira J.          | Bangcud NHS          |
| 4  | Doydora, Arlene S.       | Bangcud NHS          |
| 5  | Ordanza, Anastacio V.    | Bangcud NHS          |
| 6  | Moreno, Salley D.        | Bangcud NHS          |
| 7  | Castillo, Annabelle A.   | Bangcud NHS          |
| 8  | Gevero, Lorna G.         | Bangcud NHS          |
| 9  | Rulloda, Maribeth P.     | Bangcud NHS          |
| 10 | Kinontao, Emalyn         | Bendolan ES          |
| 11 | Daba, Leah Jean R.       | Malaybalay City NSHS |
| 12 | Leon, Romil B.           | Macote ES            |
| 13 | Halina, Arimateo B.      | Maligaya ES          |
| 14 | Leonardo, Angelica M.    | Casisang CS          |
| 15 | Longos, herminio, Jr. D. | Miglamín ES          |
| 16 | Sante, Feleciano         | MCCS                 |
| 17 | Sabugero Fe              | MCCS                 |
| 18 | Villanueva, Clarissa     | MCCS                 |
| 19 | Liñan, Treslita          | MCCS                 |
| 20 | Molina, Mylene L         | St. Peter ES         |

## **ATTACHMENT:**

### **A. MATRIX OF THE ACTIVITY**

| <b>TIME</b> | <b>TOPIC</b>  | <b>SPEAKER/FACILITATOR</b> |
|-------------|---|----------------------------|
| 8:00-9:30   | Legal Bases Of Principals' Test                                       | <b>Edwin A. Carlaga</b>    |
|             | The 2017 Principals' Test   |                            |
| 9:30-12:00  | Presentation of the Application Process for the 2017 Principals' Test | <b>Paul John P. Arias</b>  |
|             | Hands on Registration of Applicants to the 2017 Principals' Test      |                            |

### **B. QUALIFICATION OF APPLICANTS (Must be any one of this)**

1. 1 year as head teacher.
2. 2 years as TIC / OIC / Master teacher
3. 5 years as teacher III / SPED teacher
4. 5 years as incumbent public school teacher who has 5 years managerial and supervisory experience in a DepEd recognized private institution or CHED recognized higher education institution

### **C. REQUIRED DOCUMENTS**

1. Performance Rating of Very Satisfactory (VS) for the last 2 rating periods certified by the SDS
2. Signed Service Record
3. Designation as Head Teacher, OIC or TIC signed by the SDS.
4. Certification of managerial and administrative experience from DepEd recognized private institution or CHED recognized higher education institution

**Note: All documents should be scanned and saved in PDF format with file size not exceeding (3) MB per file.**

**Once the application is approved for payment:**

1. Submit the hard copy of the scanned documents
2. 2 passport size (4.5 cm. X 3.5 cm.) ID pictures taken within the last 6 months with signature over complete name.
3. Examination fee of Five Hundred Pesos (Php. 500.00)

**D. SCHEDULE OF 2017 PRINCIPALS' TEST**

|                                |   |
|--------------------------------|---|
| October 30 – November 10, 2017 | Online application  |
| October 30 – November 17, 2017 | Evaluation and Validation of Documents  |
| November 13 – 17, 2017         | Determination of Testing Venues   |
| November 20, 2017              | Release of final list of examinees and testing venues through Regional Memorandum |
| December 17, 2017              | Tentative Examination Schedule  |

**NOTE: Deadline of online application is on November 10, 2017.**