



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

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Deped-MALAYBALAY CITY DIVISION
RELEASED

DIVISION MEMORANDUM
No. 004 s. 2012

Date: 01/08/13 Time: 4:22 pm
By: CAB

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
Public Schools District Supervisors
Elementary and Secondary School Principals

Edilberto L. Oplenaria
FROM : EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent

DATE : January 08, 2013

RE : Conduct of the Schools Division Superintendents Examination

1. Per DepEd Order No. 88, s. 2012 dated December 20, 2012, you are hereby notified of the Schools Division Superintendents Examination, otherwise known as the Educational Management Test (EMT). The date of examination shall be determined by the DepEd Executive Committee as per recommendation of the Board of Examiners and shall be announced in a separate Memorandum including the guidelines and deadlines in the filing and processing of application forms.
2. For further information and details, please refer to the enclosed DepEd Order No. 88 as to who will be allowed to take the test, qualifications and corresponding requirements to be submitted, registration fee for the 2013 EMT, among others.
3. Immediate dissemination of this Order is directed.

Encl. As stated

Copy furnished:
Records Section



Republic of the Philippines
Department of Education

DepEd ORDER
No. **88**, s. 2012

DEC 20 2012

CONDUCT OF THE SCHOOLS DIVISION SUPERINTENDENTS EXAMINATION

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. The **Schools Division Superintendents Examination**, otherwise known as the *Educational Management Test (EMT)* shall be administered by the Department of Education (DepEd) every five years unless otherwise recommended by the DepEd Executive Committee due to existing vacancies. The date of examination shall be determined by the said Committee as per recommendation of the Board of Examiners and shall be announced in a separate Memorandum.
2. The National Education Testing and Research Center (NETRC) shall manage the development and conduct of the examination together with the Board of Examiners to be appointed by the DepEd Executive Committee.
3. Passing the EMT shall be a prerequisite for appointment to Assistant Schools Division/City Superintendent (ASDS) and Schools Division/City Superintendent (SDS) positions. The passing grade for the EMT shall be 75%.
4. The regional, division and district supervisors, public elementary and secondary schools principals, division chiefs in the bureaus/centers/services in the Central Office and regional offices, administrators and professors in the private colleges and universities who hold Certificate of Registration as professional teachers issued by the Professional Regulation Commission (PRC) shall be allowed to take the test. They must possess the following qualifications and must submit the corresponding requirements:

Qualification	Requirement
Education At least MA, MAEd, or any related master's degree with educational specialization	Transcript of Records
Experience At least with five years experience in administration and instructional supervision with a Salary Grade of at least P3 (SG 21)	Service Record
Performance Must have at least Very Satisfactory (VS) rating	Duly Certified Ratings
Eligibility Must be Career Executive Service Eligible (CESE), Career Service Executive Eligible (CSEE), and passers of the Career Executive Officers (CEO) Examination	Certification by Civil Service Commission (CSC)
Age Must not be beyond 61 years old on the date of Examination	Birth Certificate

5. The guidelines and deadlines in the filing and processing of application forms shall also be announced in a separate Memorandum.
6. The DepEd Executive Committee and the Board of Examiners have determined the amount of Two Thousand Pesos (P 2,000.00) as registration fee for the 2013 EMT to defray expenses for the printing of test booklets, answer sheets and certificate of ratings, processing of test results, traveling expenses of room examiners/proctors, supplies and materials, and other incidental expenses.
7. The professional fees of those involved in the development and conduct of the examination shall also be sourced out from the registration fees.
8. The registration fees shall be remitted to the Land Bank of the Philippines (LBP)-NETRC Trust Account.
9. Immediate dissemination of this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

DepEd Memorandum: Nos. 176 and 250, s. 2010

To be indicated in the Perpetual Index
under the following subjects:

ELIGIBILITY
EXAMINATION
OFFICIALS
QUALIFICATIONS
SUPERINTENDENTS

Rhea/R -DO SDS Examination or EMT
1789/November 29, 2012