



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DM-2018-09-429
DepED-MALAYBALAY CITY DIVISION
RELEASED
DATE: SEP 19 2018 TIME: 2:45
BY: *[Signature]*

DIVISION MEMORANDUM

No. 429, s. 2018

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Heads
All Others Concerned
This Division

FROM: *[Signature]* **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: September 18, 2018

SUBJECT: DIVISION ORIENTATION ON THE ON LINE APPLICATION TO THE 2018 PRINCIPALS' TEST

1. Pursuant to Region Advisory No. 54, s. 2018, re: Advanced Information for the 2018 Principals' Test, this Office will conduct a Division Orientation of Applicants on October 3, 2018, Tuesday at exactly 8:00 A.M., SGOD Office, Casisang Senior High School, Casisang, Malaybalay City.
2. This aims to provide participants full awareness and understanding of the new application system and its processes.
3. Interested and qualified applicants may attend the orientation provided that permission from the school head is obtained. Their classes should be handled by the school head and/or buddy teacher/s.
4. Participants are directed to bring laptop, pocket Wi-Fi or internet connection and soft copy of the requirements for assessment and on-line application.

5. Attached to this memorandum are: The Matrix of the Activity, Qualification for the Principals' Test, Required Documents and Schedule of 2018 Principals Test for Reference.

6. For inquiries please contact: **EDWIN A. CARIAGA**, OIC-SEPS, HRD, Mobile Number 09173128818.

Enclosure: As stated
Copy Furnish: Records Section
HRD

To be posted on Website

ATTACHMENTS:**A. Matrix of the Activity:**

MORNING		
8:00 – 9:00	Registration	Registration Committee
9:00 – 9:30	PROGRAM:	
	Prayer	Audio/Video Clip
	Lupang Hinirang	Audio/Video Clip
	Bukidnon Kanak Ha Banwa	Audio/Video Clip
	Division Hymn	Audio/Video Clip
	Opening Remarks:	Lorenzo O. Capacio Chief, SGOD
	Message:	Rebonfamil R. Baguio Schools Division Superintendent
	Closing Remarks:	Ralph T. Quirog Chief, CID
9:30 - 10:30	PTOAS 2018 Overview and Orientation	Edwin A. Cariaga OIC, SEPS-HRD
10:30 - 11:00	Presentation of Application Process and Processing of Online Application	Paul John P. Arias IT Officer
11:00 - 11:30	Processing of Certificate and Examination Fee	Rufelia J. Limbengco AO IV, Cashier
11:30 – 12:00	On line Application to 2018 PTOAS	
	Giving of Review Material (Soft Copy)	

B. Qualifications of the 2018 Principals' Test Applicants: (Must be any one of this)

1. One year as Head Teacher; or
2. Two years as Teacher-in-charge; or
3. Two year as Master Teacher; or
4. Five years as Teacher III or SPED teacher; or
5. Five years as incumbent public school teacher who has five years managerial and Supervisory experience in a DepED recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.
6. Education Program Specialists and Senior Education Program Specialists with five-year teaching experience (private or public teaching experience).
7. Those who failed to pass the 2015, 2016 and 2017 Principals' Test.

C. Required Documents of each 2018 Principals' Test Applicant:

1. Official DepED email account. (May be requested for activation and creation from respective Information Technology Officer).
2. Approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the Schools Division Office.

Teacher in Charge (TIC) and Head Teachers (HT) acting as school heads are required to secure Office Performance Commitment Rating Form (OPCRF); and

3. Service Record duly signed by the Administrative Officer V (Chief Administrative Officer) of the Schools Division Office (Regional Office).

IF APPLICABLE:

4. Designation Order as Teacher in Charge (TIC) or Officer in Charge (OIC) signed by the Schools Division Superintendent;
5. Certification of managerial and supervisory experience from DepED-recognized private institution or CHED-recognized higher education institution signed by the School Director or School Head.

Once the Application is Approved for Payment:

1. Submit the hard copy of the required 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 Fifty Pesos (Php. 550.00)

D. Schedule of 2018 Principals' Test Activities

DATE	ACTIVITY
October 3, 2018	Orientation of Applicants
October 3-12, 2018	On-line Application
October 13-31, 2018	Evaluation and Validation of Applications
November 5, 2018	Release of the Final List of Examinees and Assignment of Testing Venues through Regional Memorandum
To be announced	Date of 2018 Principals' Test

NOTE: Deadline of the application is October 12, 2018.



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION X

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Website: <http://www.deped.gov.ph/regions/region-x> Email Address: region10@deped.gov.ph



13 SEP 2018

Regional Advisory No. 54, s. 2018

This Advisory is issued for the advanced information of the Management Officers, Schools Divisions, Division IT Officers, Human Resource Management Officers, Administrative Officers V, and interested 2018 Principals' Test Applicants

(Visit deped10.com/advisories)

September 6, 2018

RELEASED

ADVANCED INFORMATION FOR THE 2018 PRINCIPALS' TEST

1. Based on the inputs during the 2018 Principals' Test Online Application System (PTOAS) National Training of Trainers (RTOT) held at Bohol Tropics Resort, Tagbilaran City on September 5-7, 2018, this Office hereby provides the following advanced information to the field:
 - 1.1 Qualifications of the 2018 Principals' Test Applicants:
 - 1.1.1 One year as Head Teacher; or
 - 1.1.2 Two years as Teacher-in-Charge; or
 - 1.1.3 Two years as Master Teacher; or
 - 1.1.4 Five years as Teacher III or SPED Teacher; or
 - 1.1.5 Five years as incumbent public school teacher who has five years managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.
 - 1.1.6 Education Program Specialists and Senior Education Program Specialists with five-year teaching experience (public or private teaching experience)
 - 1.2 Those who failed to pass the 2015, 2016, and 2017 Principals' Test shall now be allowed to take the 2018 Principals' Test.
 - 1.3 Required Documents of each 2018 Principals' Test Applicant:
 - 1.3.1 Official DepEd email account (may be requested for activation and creation from respective Information Technology Officer)
 - 1.3.2 Approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the Schools Division Office

Teachers in Charge (TIC) and Head Teachers (HT) acting as school heads are required to secure Office Performance Commitment and Rating Form (OPCRF); and



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1.3.3 Service Record duly signed by the Administrative Officer V (Chief Administrative Officer) of the Schools Division Office (Regional Office).

If applicable,

1.3.4. Designation Order as Teacher in Charge (TIC) or Officer in Charge (OIC) signed by the Schools Division Superintendent;

1.3.5 Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized higher education institution

1.4 Schedule of Activities prior to the conduct of 2018 Principals' Test:

Date	Activity
September 12-14, 2018	Regional Orientation on the Conduct of the 2018 Principals' Test and Roll-out of the 2018 Principals' Test Online Application System (PTOAS)
September 24 - October 12, 2018	Online Application
October 13-31, 2018	Evaluation and Validation of Applications
November 5, 2018	Release of the Final List of Examinees and Assignment of Testing Venues through Regional Memorandum

2. For information and compliance.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director

QAD/Noel