



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional IX - Zamboanga Peninsula
Division of Zamboanga del Norte
Estaka, Dipolog City



EDUCATION
OFFICE OF THE
SCHOOL DIVISION
SUPERINTENDENT
DIPOLONG CITY

DIVISION MEMORANDUM

TO : **Chiefs, SGOD and CID**
Education Program Supervisors
Public Schools District Supervisors
Concerned Division Office Personnel
School Heads, Public & Private Elementary and Secondary Schools
All Others Concerned

FROM : **Office of the Schools Division Superintendent**

SUBJECT : **The 2018 Principal's Test**

DATE : September 28, 2018

RELEASED
OCT 02 2018
DATE

1. As presented and discussed during the Regional Roll-Out for 2018 Principal's Test Online Application System (PTOAS) on Principal's Test on September 25-27, 2018, the field is hereby notified of the following information, pending issuance of the official DepEd Order to this effect, to wit:

A. Experience Requirements

To qualify for the test, applicants must meet any of the following experience requirements:

- i. One year as Head Teacher; or
- ii. Two Years as Teacher -In-Charge; or
- iii. Two years as a Master teacher; or
- iv. Five years as Teacher III or Special Education (SPED) Teacher; or
- v. Five years as an incumbent public school teacher, with five years of managerial and supervisory experience, in a DepEd recognized private institution, or Commission on Higher Education (CHED)- recognized higher education institution.

Education Program Specialist and Senior Education Program Specialist shall be allowed to take the Principal's Test provided, they possess the minimum qualification standards for Principal I position stipulated in DepEd Order No. 39, s. 2017 entitled, "Modified Qualification Standards for the Position of Head Teachers and Principals".

Applicants who failed to pass the 2015, 2016 and 2017 Principal's test shall NOW be allowed to take the 2018 Principal's Test.

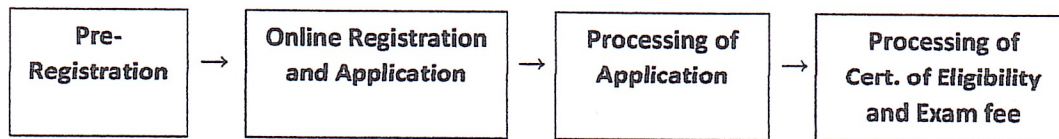
B. Documentary Requirements

- i. Official DepEd e-mail account;
- ii. Approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least **Very Satisfactory**, in the last two consecutive rating periods;
- iii. Teachers-in-Charge (TIC) and Head Teachers handling schools are required to secure the Office Performance Commitment and Rating Form (OPCRF) with a rating of at least **Very Satisfactory** in the last two consecutive rating periods;
- iv. Service Record, duly signed and recognized by the Administrative Officer of the Schools Division Office;

- v. If, applicable, Designation Order as a Teacher-in-Charge or Officer-in-Charge signed by the Schools Division Superintendent;
- vi. If applicable, Certification of Managerial and Administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution.

2. Applicants shall prepare and secure the pertinent documents with stamp “ **pre-validated**”, before the online activities. Registration shall be done online through <http://www.depedaatestapplication.deped.gov.ph> . Period for the 2018 Principal’s Test Online Application is **October 1 to 14, 2018**.

3. The General Process Flow is as follows:



4. As part of the downloading of services, the PSDSs are enjoined to set-up 2018 PTOAS Pre-validation Task Force, whose main function is to pre-evaluate/pre-assess the documents of the prospective applicants within their respective districts, and thereon affix their countersign under proper signatories of the documents so assessed, before they transmit the documents to the SDO for stamping, and for evaluation.


5. The Division PTOAS Task Force shall be established to ensure the smooth and orderly evaluation, processing of documents and technical assistance to all division Principal’s test applicants, to wit:

Joy E. Letran-Singson, EMD.	- Office of the SGOD Chief/ Lead Office
Julius O. Belagantol	- Division IT Officer
Robert I. Poculan, SEPS	
Wilson H. Inding, SEPS	
Leonido A. Pampilo, SEPS	Division Evaluators
Doreen B. Ombalino, EPS II	
MaryLynne B. Bayron AO IV	
Elena C. Nieves, AO IV	- Division Cashier

6. A division **PTOAS Kiosk and Help Desk** shall be established for the foregoing purposes. To expedite the PTOAS process, the Office of the Administrative Officer V, The Office of the Human Resource Management (Personnel section) , or the Records Officer, as the case may be, shall likewise do the pre-validation of the documents as requested, by stamping, “ **pre - validated**” on the documents.

7. For more queries, please direct your text or call to any of these numbers, **0938-171-1754, 0906-181-0474, 0998-262-2462, or 0999-884-2496;**

8. Immediate and wide dissemination of this Memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
 Schools Division Superintendent

Encl.:
As stated