

February 18, 2013

DIVISION MEMORANDUM

No. 144, s. 2013

CONDUCT OF THE SCHOOLS DIVISION SUPERINTENDENTS EXAMINATION

TO : OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the guidance and information of all concerned, attached is a copy of Regional Memorandum No. 3, s. 2013, dated January 3, 2013, announcing the conduct of the Schools Division Superintendents Examination. You may pass your application form with required documents to the Office of Dr. Leah Noveras for evaluation.
2. Immediate and wide dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 4147457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401

Website : www.depedcebuprovince.ph
E-mail Add : depedcebuprovince@yahoo.com



Republic of the Philippines
Department of Education

12 FEB 2013

DepEd MEMORANDUM
No. **27**, s. 2013

**ADMINISTRATION OF THE 2013 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. As per DepEd Order No. 88, s. 2012 entitled *Conduct of the Schools Division Superintendents Examination*, the **2013 Schools Division Superintendents Examination also known as the Educational Management Test (EMT)** shall be administered by the Department of Education (DepEd) through the National Education Testing and Research Center (NETRC) on April 7, 2013 (Sunday) at the Fort Bonifacio High School located at J.P. Rizal Extension, West Rembo, Makati City.
2. Regional, division and district supervisors, public elementary and secondary school principals, division chiefs in the bureaus/centers/services in the central office (CO) and regional offices (ROs), 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 upon filing of applications.
3. Applicants must possess the following qualifications and submit the corresponding requirements:
 - a. **Education** – at least MA, MAEd, MAT, or any related master's degree with educational specialization – Transcript of Records;
 - b. **Experience** – at least five years experience in administration and instructional supervision with a salary grade of at least P3 (SG 21) – Service Record;
 - c. **Performance** – duly certified ratings for the last two semesters which must be at least Very Satisfactory (VS);
 - d. **Eligibility** - Career Executive Service Eligible (CESE), Career Service Executive Eligible (CSEE) and passers of the Career Executive Officers (CEO) Written Examination – Certification from Civil Service Commission (CSC)/Career Executive Service Board (CESB); and
 - e. **Age** – not beyond sixty-one (61) years old on the date of examination – Birth Certificate.

4. The examination shall cover the following domains:
 - a. Policy Action and Educational Planning (PAEP)
 - b. Curriculum Reform, Management, and Evaluation of Learning Outcomes (CRMELO);
 - c. Research and Evaluation (RE);
 - d. Educational Administration and Management (EAM); and
 - e. Integration (Essay).

5. The following steps shall be strictly observed:
 - a. Applicants must secure application forms from the division offices (DOs); .
 - b. Applicants must submit the required documents and pay the registration fee of Two Thousand Pesos (P 2,000.00) to the Division Collecting Officers;
 - c. The SDS shall evaluate the documents from the applicants and submit to the Personnel Division, CO the list of qualified applicants with their duly validated documents;
 - d. All EMT registration fee collections (supported with an official list of examinees certified by the SDS) shall be remitted intact to the Cash Division, CO either through cash or demand draft. Likewise, designated NETRC Collecting Officer shall issue an official receipt (OR) to acknowledge receipt of collections. Qualified EMT applicants may pay directly to the Cash Division, CO; and
 - e. Collections shall be deposited to the Land Bank of the Philippines (LBP)-NETRC Trust Account, to partially cover the expenses which will be incurred in the implementation of the said testing project such as printing of test materials, traveling expenses of monitors, supplies and materials and other incidental expenses.

6. Examinees are required to be at the testing venue at least one hour before the start of the examination at exactly 8:00 a.m.

7. Disbursements which are chargeable to said collections shall be subject to the existing accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION

DepED Complex, Meralco Ave., Pasig City, Philippines



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Regional Operations

Direct line: 633-7203
Fax: 631-8492
Email address: rdrivera@deped.gov

21 February 2013

MEMORANDUM

To: Undersecretaries
Assistant Secretaries
Bureau/Center/Service Directors
Regional Directors
Schools Division Superintendents

This has reference to DepEd Memorandum No. 27, s. 2013 on the administration of the 2013 Schools Division Superintendents Examination also known as Educational Management Test (EMT) on Sunday, 07 April 2013 at the Fort Bonifacio High School, Makati City.

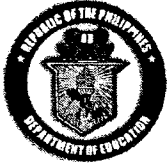
In this connection, attached herewith is the EMT application form, which shall be submitted to the Division Office not later than 15 March 2013, for evaluation. The Division Office shall then submit the list of qualified applicants with the duly validated documents to the Personnel Division, Central Office on or before 22 March 2013. Late submission shall no longer be accepted.

The list of qualified examinees and their respective room assignments shall be posted two (2) days before the date of the examination at the following venues: 1) DepED Central Office, 2) Examination venue, and 3) DepED website.

Participants should be in their respective rooms at least one (1) hour before the start of the examination. They must bring with them their examination permit/application receipt, identification card, pencils, erasers, and ballpen.

Please be guided accordingly.


RIZALINO D. RIVERA
Undersecretary



Republic of the Philippines
 Department of Education
 DepED Complex, Meralco Avenue, Pasig City
EDUCATIONAL MANAGEMENT TEST (EMT)
 (Superintendent's Examination)
 April 07, 2013

Photo recently taken
 within last six (6)
 months
 (Passport Size)

 Scanned/Digitally-
 maged/Photocopied picture
 are **not** accepted.

A. Personal Information			
Surname		Mailing Address	
Given Name			
Middle Name		Tel. No.	
Name Extension		Email address	
Date of Birth	Age	Mobile No.	
Place of Birth		Civil Status	
Present Position		Name of Spouse	
Date appointed		Occupation	
Assignment		Office Tel. Nos.	

B. Education				
Level	Degree	School/University	Inclusive Years	Academic Awards
College				
Graduate Studies				

C. Eligibility			
Name of Eligibility/Examination	Ratings	Date of Examination	Place of Examination

D. Other Information

- Have you ever been dismissed from any employment, forced to resign, or otherwise disciplined as a result of an administrative case? Yes No (If "Yes", state the nature of the charge and the penalty)

- Do you have any pending administrative or criminal case? Yes No (If "Yes", state the nature of the case and where it is pending)

- Have you ever been arrested, accused or convicted of any violation of law or ordinance before any court, or have you been charged with or tried for any breach or infraction of military, or police discipline before any tribunal or authority? Yes No (If "Yes", state the nature of the charge and the penalty)

- Have you taken the EMT before? Yes No (If "Yes", give the date)

APPLICATION RECEIPT

Received the application for the 2013 Educational Management Test (EMT).

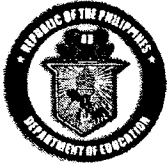
Processor/Date Processed (Signature over printed name)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Signature</td><td></td></tr> <tr><td>Applicant</td><td></td></tr> <tr><td>Birthdate</td><td></td></tr> <tr><td>Sex</td><td></td></tr> <tr><td>Region/Div.</td><td></td></tr> </table>	Signature		Applicant		Birthdate		Sex		Region/Div.	
Signature											
Applicant											
Birthdate											
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Region/Div.											

O.R. No.: _____
Date: _____

Photo recently taken
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 are **not** accepted.

This serves as examination permit



Republic of the Philippines
 Department of Education
 DepED Complex, Meralco Avenue, Pasig City
EDUCATIONAL MANAGEMENT TEST (EMT)
 (Superintendent's Examination)
 April 07, 2013

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A. Personal Information			
Surname		Mailing Address	
Given Name			
Middle Name		Tel. No.	
Name Extension		Email address	
Date of Birth	Age	Mobile No.	
Place of Birth		Civil Status	
Present Position		Name of Spouse	
Date appointed		Occupation	
Assignment		Office Tel. Nos.	

B. Education				
Level	Degree	School/University	Inclusive Years	Academic Awards
College				
Graduate Studies				

C. Eligibility			
Name of Eligibility/Examination	Ratings	Date of Examination	Place of Examination

D. Other Information

- Have you ever been dismissed from any employment, forced to resign, or otherwise disciplined as a result of an administrative case? Yes No (If "Yes", state the nature of the charge and the penalty)

- Do you have any pending administrative or criminal case? Yes No (If "Yes", state the nature of the case and where it is pending)

- Have you ever been arrested, accused or convicted of any violation of law or ordinance before any court, or have you been charged with or tried for any breach or infraction of military, or police discipline before any tribunal or authority?
 Yes No (If "Yes", state the nature of the charge and the penalty)

- Have you taken the EMT before? Yes No (If "Yes", give the date)

APPLICATION RECEIPT

Received the application for the 2013 Educational Management Test (EMT).

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This serves as examination permit

I HEREBY DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN ACCOMPLISHED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE STATEMENT PURSUANT TO THE PROVISIONS OF PERTINENT LAWS, RULES AND REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.

Date

Applicant
(Signature over printed name)

SUBSCRIBED AND SWORN before me this ____ day of _____, 2013.

Administering Officer
(Signature over printed name)

Position/Office

Note: The administering officer may be one of the following: *Administrative Officer, any member of the judiciary, Legal Officer or the Head of Office.*

NOTICE TO APPLICANTS

1. The following documents shall accompany this form when filed:
 - a. Transcript of records;
 - b. Duly authenticated service records
 - c. Certified copies of performance ratings for the last two (2) semesters
 - d. Authenticated/Certified birth certificate
 - e. Certification/Report of Rating (Eligibility/Examination) from CESB/CSC; and
 - f. Three (3) photographs (passport size) taken not more than six (6) months before filing of application
2. Admission fee is two thousand pesos (Php 2,000.00) payable in cash or demand draft.
3. Accomplished application form shall be filed at the Division Office which shall evaluate the documents. The Division Office shall then submit the list of qualified applicants with the duly validated documents to the Personnel Division, Central Office on or before March 22, 2013. Late submission shall no longer be accepted.
4. Examinees shall be in the examination venue at least one (1) hour before the start of the examination.
5. For further inquiries, please contact Ms. Sonia R. De Leon, Officer-In-Charge of the Personnel Division, DepED Central Office at telephone numbers (02) 636-6546; 633-6682; or 633-9345.

Please bring the following on examination day:

1. Examination permit/application receipt
2. Blue/Black Ballpen/s
3. Lead pencil/s No. 2 and erasers
4. Valid Identification (ID) cards