

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Cebu City

DepEd

August 13, 2013

DIVISION MEMORANDUM

No. 459, s. 2013

2013 PRINCIPALS' TEST

To: OIC, Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. Pursuant to Regional Memorandum No.485, s. 2013, dated August 05, 2013, entitled "2013 PRINCIPALS' TEST", the Department of Education (DepED) through the National Educators Academy of the Philippines (NEAP) shall administer the Principals' Test on December 8, 2013 from 8:00 a.m. – 12:00 noon at the Abellana National High School
2. Your attention is invited to Paragraphs 3, 4, 5, 6 and 7 of the said Memorandum.
3. For inquiries, please contact Dr. Dulcesima L. Valparaiso and Mrs. Glenna Plarisan of the Division of Cebu Province, Sudlon, Lahug, Cebu City.
3. Immediate dissemination of this Memorandum is desired.

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



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



AUG 05 2013

REGIONAL MEMORANDUM

No. 485, s. 2013

2013 PRINCIPALS' TEST

To : Schools Division/City Superintendents
Officers-in-Charge of Regular and Interim Divisions
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to DepEd Memorandum No. 132, s. 2013 dated July 26, 2013, the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) shall administer simultaneously the **2013 Principals' Test** on **December 8, 2013 from 8:00 a.m. to 12:00 noon**. For DepEd Region VII, the Regional Testing Center is **Abellana National School, Cebu City**.

2. The 2013 Principals' Test is open to all aspirants for Principal 1 position and all applicants under the **Reclassification of School Head Positions (RSHP)** as required under DepED Order No. 97, s. 2011 entitled , "*Revised Guidelines on the Allocation and Reclassification of School Heads Position.*"

3. The examination shall serve as a mechanism for selecting competent school heads (SHs) in the public basic education sector who will perform their functions upon assumption to duty. The aspirant must have an experience of at least **five (5) years in aggregate** as head teacher, teacher-in-charge, master teacher and teacher III, consistent with DepED Memorandum No. 140, s. 2009 entitled, "*Corrigendum to DepED Memorandum No. 97, s. 2009 (2009 National Qualifying Examination for Principals).*"

4. The Principals' Test will cover the following performance domains:

- a. School Leadership;
- b. Instructional Leadership;
- c. Creating A Learning Climate;
- d. Professional Human Resource Development;
- e. Parent Involvement and Building Communities;
- f. School Management and Daily Operations;
- g. Personal Integrity and Interpersonal Sensitivity;
- h. English Language Proficiency; and
- i. Reading Comprehension

5. The time allocation for the examination shall be **four (4) hours**.

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321
Website: <http://www.depedro7.com.ph>

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

6. The following are the deadlines and guidelines in the filing and processing of application forms:
- The deadline for filing the application form at the respective Division Offices (DOs) shall be on or before **November 4, 2013**;
 - The deadline for submission of complete application form in bunch at the Regional Office shall be on or before **November 6, 2013**, please bring **soft copy in CD** and email to Rosa H. Cabotaje email address **sangerds72@yahoo.com.ph**, QAAD Testing Coordinator the list of applicants following the sample format below:

2013 Principals' Test

No.	Name	Division	Remarks *New Taker *Retake
1	Front, Rose H.	Bogo City	New Taker
2	Mandal, Isang D.	Bogo City	Retake
3			
4			

Prepared by:

Division Testing Coordinator


Approved:

Schools Division Superintendent

- All Regional Offices (ROs) shall submit the complete number of test takers by DO to the NEAP Central Office (CO) on or before **November 8, 2013** through [depedneap_central@yahoo.com](mailto:central@yahoo.com);
 - The ROs are advised to disseminate the template of the application form to the DOs for reproduction. *Template application can be downloaded in DepED Region VII website: depedro7.gov.ph*
 - All aspirants shall secure a copy of the application form from their respective DOs and file the same at the DO where the applicant belongs;
 - The DOs shall be responsible in processing the application forms and eligibility of the applicant to take the **2013 Principals' Test**; and
 - There shall be **no extension of the deadline of filing** of application forms at the DOs as well as the transmittal of the complete report of the number of examinees per DO to the NEAP Central CO.
7. The registration fees, collections and guidelines in the transfer of funds to NEAP CO are as follows:

- The registration fee is placed at **Eight Hundred Fifty Pesos (PhP850.00)** to defray various costs relative to the administration and management of the examination (e.g. production of test booklets, production of scannable answer sheets, automated generation and processing of the results, airfreight and handling fees of test booklets and scannable answer sheets, communications, transportation expenses of the examination teams from NEAP CO, professional fees/ honoraria of all staff i.e., CO, ROs, DOs, involved in the pre and post work, actual conduct of the examination, quality assurance, orientation of staff involved in the administration and monitoring of the activity,

- development and production of Examiners Manual, item writing workshops, supplies and materials, administration and management cost, item analysis, among others);
- b. The registration fees shall be collected by the NEAP Rs (NEAP in the Region) Competency Assessment Unit/ Regional Testing Center and each examinee shall be issued a corresponding official receipt by the collecting officer of the NEAP Rs;
 - c. The total collection shall then be transferred by the NEAP in the Regional Testing Center to the NEAP CO upon transmittal to the former of a Billing Statement by the latter; and
 - d. The funds shall be transferred to the NEAP CO three days after receipt of the Billing Statement . The NEAP CO shall issue an official receipt upon submission of evidence of transfer of funds by the NEAP in the Regional Testing Center.
8. The Regional Coordinator is responsible in overseeing and supervising the preparation and in the actual conduct of the examination at the regional level.
9. To ensure a smooth and orderly conduct of the 2013 Principals' Test, the NEAP CO shall conduct the National Planning Workshop and Orientation of Regional Coordinators to discuss the pre and post work requirements and mechanics during the actual administration of the examination related activities. The exact date and venue of the workshop and orientation will be announced through a DepED Advisory to be issued by the NEAP CO.
10. For further inquiries, please contact either of the following: (a) Mr. Antonio G. Ordovez, Jr., National Project Manager, National Educators Academy of the Philippines (NEAP) at mobile phone no.: 918-336-7467; (b) Ms. Narcisa C. Magno , Resource Coordinator, NEAP at telephone no.: (074) 442-6887; or (c) Dr. Marcial P. Degamo, Chief, QAAD at tel. no. (032)231-1071.
11. Immediate dissemination of this Memorandum is desired.


CARMELITA T. DULANGON, Ed.D.
Director III
Officer-in-Charge (S)

CTD/CCL/MPD/rhcabotaje
QAAD