



DIVISION MEMORANDUM

No. 208, s. 2015

**ADMINISTRATION OF THE 2015 SCHOOLS DIVISION
SUPERINTENDENTS EXAMINATION**

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith, is DepEd Memorandum No. 30, s. 2015, entitled, "Administration of the 2015 Schools Division Superintendents Examination", for the information of all concerned.
2. Immediate and wide dissemination of this Memorandum is hereby directed.


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

ADM/rng15

Telephone Numbers:

| | | |
|---------------------------------------|--|--|
| Schools Division Superintendent | (032) 255-6405 | Website: www.depedcebuprovince.com |
| Asst. Schools Division Superintendent | (032) 520-3216 loc 104 | E-mail Add: depedcebuprovince@yahoo.com |
| | (032) 520-3216 loc 102 or Fax/tel no. 236-4628 | (Mr. Roselien Geig) |
| Accounting Section | (032) 254-2632 | (Mrs. Gervacia Sanchez) |
| Disbursing Section | (032) 255-4401 | (Ms. Ma. Teresa Peralta) |
| Admin/Legal | (032) 253-7847 | (Mr. Jeremy Danampo) |



Republic of the Philippines
Department of Education

01 APR 2015

DepEd MEMORANDUM
 No. **30**, s. 2015

**ADMINISTRATION OF THE 2015 SCHOOLS DIVISION
 SUPERINTENDENTS EXAMINATION**

To : Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Directors of Services, Centers and Heads of Units
 Regional Directors
 Schools Division Superintendents
 Heads, Public and Private Elementary and Secondary Schools
 All Others Concerned

- As per DepEd Order No. 88, s. 2012, entitled *Conduct of the Schools Division Superintendents Examination*, the Department of Education (DepEd), through the National Education Testing and Research Center (NETRC) will administer the **2015 Schools Division Superintendents Examination**, also known as Educational Management Test (EMT) on **May 17 (Sunday)** at the Fort Bonifacio High School located at the J.P. Rizal Extension, West Rembo, Makati City.
- Regional, schools division and district supervisors, public elementary and secondary school principals, division chiefs in the bureaus/centers/services and in the central and regional offices, and administrators and professors in the private schools, 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.
- Applicants must possess the following qualifications and submit the corresponding requirements:

| Qualification | Requirement |
|---|---|
| Education At least MA, MAEd, MAT, or any related master's degree with educational specialization | Transcript of Records |
| Experience At least five years of experience in administration and instructional supervision with a Salary Grade of at least P3 (SG 21) | Service Record |
| Performance Duly certified ratings for the last two semesters which must be at least Very Satisfactory | Performance Rating |
| Eligibility Career Executive Service Eligible (CESE), Career Service Executive Eligible (CSEE) and passers of the Career Executive Officers (CEO) Written Examination | Certification by the Civil Service Commission (CSC)/Career Executive Service Board (CESB) |
| 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 Strategic Planning (PASP);
 - b. Curriculum Reform, Management, and Evaluation of Learning Outcomes (CRMELO);
 - c. Research and Evaluation (RE);
 - d. Educational Leadership and Management (ELM); and
 - e. Integration (Essay).

5. The following steps shall be strictly observed:
 - a. Applicants must accomplish the enclosed application form and submit it to the schools division office (SDO) together with the required documents;
 - b. Applicants must 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 the list of qualified applicants with their duly validated documents to the Personnel Division, Central Office (CO) on or before **May 1, 2015 (Friday)**;
 - 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, the 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, travel 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 which shall be at exactly 8:00 a.m.

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

8. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
 Secretary

Encl.:

As stated

References:

DepEd Order: (No. 88, s. 2012)

DepEd Memorandum: No. 27, s. 2013

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

ELIGIBILITY
EXAMINATION

OFFICIALS
QUALIFICATIONS

SUPERINTENDENTS
TEACHERS



Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City

EDUCATIONAL MANAGEMENT TEST (EMT)
(Schools Division Superintendents Examination)
May 17, 2015

Photo recently taken
within last six months

(Passport Size)

Scanned/Digitally-
Imaged/Photocopied
pictures 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 a 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 of 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) _____

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 _____, 2015.

_____ 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 semesters
 - d. Authenticated/Certified birth certificate
 - e. Certification/Report of Rating (Eligibility/Examination) from CESB/CSC; and
 - f. Three photographs (passport size) taken not more than six months before filing of application
2. Registration fee is Two Thousand Pesos (Php2,000.00) 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 **May 1, 2015** (Friday). Late submission shall no longer be accepted.
4. Examinees shall be in the examination venue at least one 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

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APPLICATION RECEIPT

Received the application for the **2015** Educational Management Test (EMT)

| |
|--|
| _____ Processor/Date Processed (Signature over Printed Name) |
| O.R. No. _____ |

| | |
|-----------------|--|
| Signature | |
| Applicant | |
| Birthdate | |
| Sex | |
| Region/Division | |

| |
|---|
| Photo recently taken within last six months (Passport Size) Scanned/Digitally- Imaged/Photocopied pictures are NOT accepted |
|---|