



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



November 29, 2017

DIVISION MEMORANDUM

NO. 831, s. 2017

**ADMINISTRATION OF THE 2017 SCHOOLS DIVISION SUPERINTENDENT
EXAMINATION OTHERWISE KNOWN AS “EDUCATIONAL
MANAGEMENT TEST” (EMT)**

**TO: Assistant Superintendents
Chiefs/EPs/Coordinators/SEPs/ EPS IIs
Public Schools District Supervisors/OICs
Secondary School/s Principals/TICs
All Others Concerned**

1. This Office announces the acceptance of the pertinent documents as regards to the 2017 Schools Division Superintendent Examination otherwise known as “Educational Management Test” (EMT) pursuant to DepEd Memorandum No. 190, s. 2017 dated November 27, 2017.

2. Applicants or prospective examinees/test takers must possess the following qualifications and submit the corresponding documents:

Qualification		Requirements/Documents Needed
a. Education	at least MA, MAEd, MAT, or any related master’s degree with educational specialization	Original Transcript of Records (if photocopy, must be certified/authenticated true copy by the college or university Registrar)
b. Experience	at least five (5) years’ experience in administration and instructional supervision, in accordance with DepEd Memorandum NO. 47, s. 2015	Service Record (Original and certified true copy for second (2 nd) copy
c. Performance	duly certified ratings for the last two years, which must be at least Very Satisfactory (VS)	Certified true copies of the Performance Ratings/RPMS
d. Eligibility	Career Executive Service Eligible (CESE), Career Service Executive Eligible (CSEE), and passers of the Career Executive Officers (CEO) written examination	Certification from the Civil Service Commission (CSC) for CSEE eligible; certification from the Career

		Executive Service Board (CESB) for CESE eligible or CEO written exam passers
e. Age	no age requirement as per DepEd Memorandum No. 47, s, 2015	Not Applicable
		OTHER REQUIREMENT/S:
		*Proof of payment/receipt indicating the amount of Php 2000.00 (testing fee), c/o Cashier's Office Ms. Tess Peralta
		*Duly filled-up application form must be readable/legible and free from any erasure or alteration

3. The above-mentioned documents must be submitted to the SDS Office or to the Learning & Development Section c/o Dr. Victor A. Ybañez (SEPS-HRD) in two (2) copies (one (1) copy/original intended for Central Office/Bureau of Education Assessment) and one (1) copy (certified true copies) to be retained at the Division Office, and must be placed and correctly arranged based on the order of qualifications indicated above (Item No. 2) in a white long ordinary folder.

4. Deadline of submission is on or before December 20, 2017 (Wednesday) so that the Division can still have one (1) week time to review the documents submitted before these will be forwarded to the Central Office/Bureau of Education Assessment on or before December 29, 2017.

5. For further details of the 2017 Educational Management Test (EMT), please refer to DepEd Memorandum No. 190, s. 2017 dated 27 November 2017 as herein attached/enclosed.

6. Wide dissemination of and strict compliance of this Memorandum is hereby directed.


RHEA MARA A. ANGTUD, Ed.D., CESO VI
 Schools Division Superintendent 

Telephone Numbers:
 Schools Division Superintendent: (032) 255-6405
 Asst. Schools Division Superintendent: (032) 414-7457
 Accounting Section: (032) 254-2632
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Enclosure to Div. Memo #



Republic of the Philippines
Department of Education

27 NOV 2017

DepEd MEMORANDUM
No. **190**, s. 2017

ADMINISTRATION OF THE 2017 EDUCATIONAL MANAGEMENT TEST

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. As per DepEd Order No. 88, s. 2012 entitled Conduct of the Schools Division Superintendents Examination, and DepEd Memorandum No. 47, s. 2015 entitled Change in and Additional Information to DepEd Memorandum No. 30, s. 2015, the 2017 Schools Division Superintendent Examination, also known as the Educational Management Test (EMT), shall be administered by the Department of Education through the Bureau of Education Assessment (BEA) in January 2018.

2. Regional, division, and district supervisors, public elementary and secondary school principals, division chiefs in bureaus/centers/services in the central office (CO) and regional offices (ROs), administrators and professors in state universities and colleges (SUCs) and private colleges and universities, who hold Certificates of Registration from the Professional Regulation Commission (PRC) as professional teachers, are allowed to take the test.

3. Applicants must possess the following qualifications and submit the corresponding requirements:

	Qualification	Requirement
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, in accordance with DepEd Memorandum No. 47, s. 2015	Service Record
c. Performance	duly certified ratings for the last two years, which must be at least Very Satisfactory (VS)	Performance Rating
d. Eligibility	Career Executive Service Eligible (CESE), Career Service Executive Eligible (CSEE), and passers of the Career Executive Officers (CEO) written examination	Certification from the Civil Service Commission (CSC) or Career Executive Service Board (CESB)
e. Age	no age requirement as per DepEd Memorandum No. 47, s. 2015	not applicable

4. The examination shall cover the following domains:
 - a. Policy Action and Strategic Planning (PASP);
 - b. Educational Leadership and Management (ELM);
 - c. Curriculum, Instruction, and Assessment (CIA);
 - d. Research and Evaluation (RE); and
 - e. Integration (essay).

5. The following steps shall be strictly observed:
 - a. Applicants must accomplish the enclosed application form and required documents and submit them to the Division Office (DO);
 - b. Applicants must pay the registration fee of two thousand pesos (P2,000.00) to the division collecting officers;
 - c. The schools division superintendents (SDS) shall evaluate the documents from applicants and submit the list of qualified applicants with their duly validated documents to the Personnel Division, Central Office (CO), on or before December 29, 2017 (Friday);
 - d. All EMT registration fee collections (supported by an official list of examinees certified by the SDS) shall be remitted intact to the Cash Division, CO, either through cash or demand draft transmitted to DepEd NETRC Trust Account No. 3342-1010-37, Landbank (LBP) Pasig Capitol Branch. Likewise, the designated BEA collecting officer shall issue an official receipt to acknowledge receipt of collections. Qualified EMT applicants may also pay directly to the Cash Division, CO; and
 - e. Collections shall be deposited to the LBP NETRC Trust Account, to partially cover the expenses that will be incurred in the implementation of the said testing project such as printing of test materials and other incidental expenses.

6. The date and venue of test administration shall be announced on a later date in a separate memorandum.

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

8. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

References:
(DepEd Memorandum Nos. 30 and 47, s. 2015)

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

CHANGE	QUALIFICATIONS
ELIGIBILITY	SUPERINTENDENTS
EXAMINATION	TEACHERS
OFFICIALS	



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

EDUCATIONAL MANAGEMENT TEST (EMT)
(Schools Division Superintendents Examination)
January, 2018

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

1. 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)

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

3. 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)

4. Have you taken the EMT before? ____ Yes ____ No (If "Yes", give the date/s) _____

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 _____, 201_____.

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. Admission 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 **December 29, 2017** (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 Mr. Francis Allen B. Dela Cruz, Chief Administrative Officer of the Personnel Division or Mr. Albert Jerome C. Andres, Supervising Administrative Officer, 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 **2017** 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