



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

July 17, 2018

DIVISION MEMORANDUM

No. s. 483 2018

RELEASE OF THE CERTIFICATE OF RATINGS (CORs) OF THE TAKERS OF THE 2017 PRINCIPALS' TEST

**TO : Assistant Superintendents
Division Supervisors/Coordinators
Senior Education Program Specialists
District Supervisors/OIC's
Elementary and Secondary School Heads**

1. This Office announces that the **Certificate of Ratings (CORs)** of the takers of the 2017 Principals' Test are ready for release.
2. The Principals' Test Takers are directed to claim the CORs from the SGOD Office c/o Dr. Novie O. Mangubat. If the takers cannot claim it personally, the School Heads (SHs) or the Public Schools Division Supervisors (PSDSs) can claim the CORs as long as they could present the authorization signed by the taker or each of the group of takers.
3. The SHs and PSDSs who would be handling the CORs are reminded to guard the safety and security of the CORs, including the privacy of its content. Make sure that the CORs are received by the owners and be reminded that it is only the owner can view the content of the COR.
4. Immediate dissemination of this Memorandum is directed.


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Schools Division Superintendent

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUL 13 2018

REGIONAL MEMORANDUM
No. 0516 s. 2018

**RELEASE OF THE CERTIFICATE OF RATINGS (CORs) OF THE TAKERS
OF THE 2017 PRINCIPALS' TEST**

To: Schools Division/City Superintendents
Public Elementary and Secondary Schools
All Others Concerned

1. This Office hereby announces that the Certificate of Ratings (CORs) of the takers of the 2017 Principals' Test have already been received by the Quality Assurance Division (QAD) and sorted alphabetically by Schools Division.
2. Schools Divisions are directed to claim from QAD the CORs of their takers through their Human Resource Management Officers (HRMOs), SGOD Chiefs or any authorized division personnel to take the CORs.
4. The HRMOs or SGOD Chiefs must show their division IDs when they claim the CORs. Other division personnel authorized to claim the CORs must not only show their IDs but also authorization letters signed by their Schools Division Superintendents.
5. The Division HRMOs must take charge in releasing the CORs to the takers. They must release it only to the takers themselves by requiring them to show their IDs. If a taker or group of takers ask their School Heads (SHs) or Public Schools Division Supervisors (PSDSs) to claim his/her/their CORs for them, the authorized SHs or PSDSs must show authorization letters signed by the taker or each of the group of takers.
6. The Division HRMOs must ensure careful recording of the release of each COR to the takers or their representatives in a logbook.
7. The Division HRMOs or SGOD Chiefs, including the SHs and PSDSs, who would be handling the CORs are reminded to guard the safety and security of the CORs, including the privacy of their content. Make sure that the CORs are received by the owners. Always be reminded that it is only the owners of the CORs who can view the content of their CORs.
8. Immediate and wide dissemination of this Memorandum is hereby desired.

JAV/STJ/BDT/QAD/Menden Bagnant

Juliet A. Jeruta
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Director III/OIC-Regional Director
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