



September 15, 2018

Division Memorandum
No. 618, s. 2018

ORIENTATION/WORKSHOP ON 2018 PRINCIPALS TEST

To: Assistant Schools Division Superintendents
Education Supervisors / Coordinators
District Supervisors/OIC
Elementary School Heads
All Other Concerned

1. This Office, through ICT Unit, shall conduct a **One-day Orientation/Workshop on 2018 Principals' Test Online Application System** on September 19, 2018 at Ecotech Center, Sudlon, Lahug, Cebu City.
2. Participants of this orientation/workshop are the aspiring Principals intend to take the 2018 Principals Test.
3. Please register on or before September 18, 2018 at:

<http://www.bit.ly/2018principalstestorientation>

4. All participants are required to bring the following, to wit:
 - a. Approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the School Division Office.
 - b. Service Record duly signed by Administrative Officer V.
 - c. Designation Order as Teacher-in-Charge (TIC) or Officer-in-Charge (OIC) signed by the Schools Division Superintendent.
 - d. Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized higher education institution.
 - e. Android Mobile Phones with adobe scan application.

5. See Attached DepEd RO7 Advisory No. 108, s. 2018 for more clarification.
6. Expenses such as meal and venue shall be chargeable against **Division HRD/ MOOE Funds**. Transportation allowance and other incidental expenses of the participants shall be chargeable against the School MOOE / PTA / SEF Funds, subject to the usual auditing and accounting rules and regulations
7. Immediate dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
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



DepEd RO7 Advisory No. 108, s. 2018

This Advisory is issued for the advanced information of the Management of Schools Divisions, Division IT Officers, Human Resource Management Officers, Administrative Officers V, and interested 2018 Principals' Test Applicants

(Visit <http://www.deped.gov.ph/regions/region-vii/advisories>)

ADVANCED INFORMATION FOR THE 2018 PRINCIPALS' TEST

1. Based on the inputs during the 2018 Principals' Test Online Application System (PTOAS) National Training of Trainers (RTOT) held at Bohol Tropics Resort, Tagbilaran City on September 5-7, 2018, this Office hereby provides the following advanced information to the field:

- 1.1 Qualifications of the 2018 Principals' Test Applicants

- 1.1.1 One year as Head Teacher; or

- 1.1.2 Two years as Teacher-in-Charge; or

- 1.1.3 Two years as Master Teacher; or

- 1.1.4 Five years as Teacher III or SPED Teacher; or

- 1.1.5 Five years as incumbent public school teacher who has five years managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.

- 1.1.6 Education Program Specialists and Senior Education Program Specialists with five-year teaching experience (public or private teaching experience)

- 1.2 Those who have failed to pass the 2015, 2016, and 2017 Principals' Test shall now be allowed to take the 2018 Principals' Test.

- 1.3 Required Documents of each 2018 Principals' Test Applicant

- 1.3.1 Official DepEd email account (maybe requested for activation and creation from respective Information Technology Officer)

- 1.3.2 Approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the Schools Division Office

Teacher-in-Charge (TIC) and Head Teachers (HT) acting as school heads are required to secure Office Performance Commitment and Rating Form (OPCRF); and

- 1.3.3 Service Record duly signed by the Administrative Officer V(Chief Administrative Officer) of the Schools Division Office (Regional Office).

If applicable,

- 1.3.4. Designation Order as Teacher-in-Charge (TIC) or Officer-in-Charge (OIC) signed by the Schools Division Superintendent;

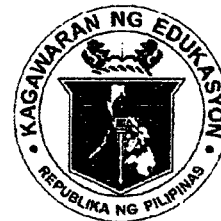
- 1.3.5 Certification of managerial and supervisory experience from DepEd-recognized private institution or CHED-recognized higher education institution

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”




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1.4 Schedule of Activities prior to the conduct of 2018 Principals' Test

Date	Activity
September 10-14, 2018	Regional Orientation on the Conduct of the 2018 Principals' Test and Roll-out of the 2018 Principals' Test Online Application System (PTOAS)
September 24-October 12, 2018	Online Application
October 13-31, 2018	Evaluation and Validation of Applications
November 5, 2018	Release of the Final List of Examinees and Assignment of Testing Venues through Regional Memorandum

2. Immediate and wide dissemination of this Regional Advisory is directed.


JULIETA A. JERUTA, Ph.D., CESO
Director IV/Regional Director

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