



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**  
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DIVISION MEMORANDUM No. 219 s. 2017

October 27, 2017

**RELEASED**

**TO** : Asst. Schools Division Superintendent  
Chiefs, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Section Chiefs – Cashier, EPS II (HRTD), AO V (General Services)  
All others Concerned

DepEd, Division of Catanduanes

RECORDS SECTION  
Date OCT 27 2017

Time: 8:36 P.M.

Initial/Signature JM

**FROM** :   
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

**SUBJECT** : DIVISION ORIENTATION ON THE PRINCIPALS' TEST ONLINE APPLICATION SYSTEM (PTOAS)

**DATE** : October 27, 2017

1. Pursuant to DepEd Memorandum No. 174, s. 2017 and Regional Memorandum No. 112 s. 2017 re: 2017 Principals' Test, this Office thru the Information and Communication Unit will conduct a **DIVISION ORIENTATION ON THE PRINCIPALS' TEST ONLINE APPLICATION SYSTEM (PTAOS)** on **November 4, 2017, 8 AM** at SDO Conference Hall A.

2. To qualify for the test, applicants must meet any of the following experience requirements by November 30, 2017:

- a. One year as Head Teacher; or
- b. Two years as Teacher-In-Charge or Master Teacher; or
- c. Five years as Teacher III or Special Education (SPED) Teacher; or
- d. Five years as incumbent public school teacher with five years of managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED)-recognized higher education institution.

3. The following are the schedules in relation to the 2017 Principals' Test:

October 30 to November 10, 2017	Online Application Website: <a href="http://principalstestapplication.deped.gov.ph">principalstestapplication.deped.gov.ph</a>
October 30 to November 17, 2017	Evaluation and Validation of Documents
November 13-17, 2017	Determination of Testing Venue
November 20, 2017	Release of the Final List of Examinees and Testing Venues through a Regional Memorandum
December 17, 2017	Conduct of the 2017 Principals' Test

4. Expected participants to this Orientation are the prospective 2017 Principals' Test Takers, Section Chiefs – Cashier, EPS II (HRTD) and AO V (General Services). Since October 14, 2017 falls on Saturday, participants are entitled of one(1) day Service Credits and Compensatory Overtime Credit per CSC & DBM Joint Circular No. 2 s. 2014.

5. Participants are advised to bring the following needed materials and pertinent documents (all in pdf format):

- a. Laptop, extension wire and wifi pocket
- b. Signed Service Record
- c. Performance Ratings of Very Satisfactory (VS) for the last two(2) rating periods certified by the SDO
- d. Designated as Teacher-In-Charge signed by the Superintendent (if applicable)
- e. Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution (if applicable)

6. Travel and other incidental expenses of participants shall be charged from school MOOE subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this memorandum is desired.