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DepEd, Division of Catanduanes

RECORDS SECTION

Date AUG 18 2018

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Signature: *[Handwritten Signature]*



Republic of the Philippines
Department of Education
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
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DIVISION MEMORANDUM

No. 24 s. 2018

TO : Asst. Schools Division Superintendent
Chiefs, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
Section Chiefs – ITO-I, EPS II(HRD), AO V(Admin), AO IV(Personnel), AO IV(Cashier)
All others Concerned

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

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

DATE : September 17, 2018

1. In connection with the Principals' Test 2018, this Office will conduct a **DIVISION ORIENTATION ON THE PRINCIPALS' TEST ONLINE APPLICATION SYSTEM (PTOAS)** on **September 29, 2018, 8 AM** at SDO Lobby.

2. To qualify for the test, applicants must meet any of the following experience requirements as of **October 31, 2018**:

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

* Education Program Specialists and Senior Education Program Specialist shall be allowed to take the Principals' Test provided that they possess the minimum *Qualification Standards for the Positions of Head Teachers and Principals*.

* Applicants who **have failed to pass the 2015, 2016 and 2017** Principals' Tests shall now be allowed to take the 2018 Principals' Test.

3. The following is the schedule of activities prior to the conduct of the test:

September 10-14, 2018	Regional Orientation on the Conduct of the 2018 Principals' Test and Roll-out of the Principals' Test Online Application System (PTOAS)
September 24 to October 12, 2018	Online Application Website: https://www.principalstestapplication.deped.gov.ph
October 13-31, 2018	Evaluation and Validation of Documents
November 5, 2018	Release of the Final List of Examinees and Assignment of Testing Venues through a Regional Memorandum

4. Before applying online, interested applicants must secure the following documents for pre-evaluation and submit to the designated SDO Evaluator/s for evaluation on **September 24-28, 2018**:

- a. Official DepEd email account
- b. 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 Record Officer. (*Teacher-In-Charge (TIC) and Head Teacher (HT) acting, as School Head is required to secure the Office Performance Commitment and Rating Form (OPCRF)*)
- c. Service Record duly certified by the Administrative Officer V.
If applicable,
- d. Designation as Teacher-In-Charge (TIC) or Officer-In-Charge signed by the Schools Division Superintendent;
- e. Certification of managerial and administrative experience from DepEd recognized private institution or CHED-recognized higher education institution

5. Expected participants to this Orientation are the prospective 2018 Principals' Test Takers, Section Chiefs – ITO, EPS II (HRTD), AO V(Admin), AO IV(Personnel) and AO IV(Cashier). Since September 29, 2018 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.

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

- a. Laptop, extension wire and wifi pocket
- b. Evaluated/Approved documents during the pre-evaluation

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

8. Immediate dissemination of this memorandum is desired.