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

catanduanes@deped.gov.ph / catanduanesdiv15@gmail.com
www.depedrovcatanduanes.com (052)811-4063

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DepEd, Division of Catanduanes
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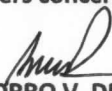
DIVISION MEMORANDUM
No. 260 s. 2018

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

SUBJECT : 2018 Principals' Test

DATE : October 3, 2018

_____

Please find attached DepEd Memorandum No. 158 s. 2018, re: 2018 Principals' Test stipulating the timeline of activities and guidelines on the conduct of 2018 Principals' Test.

For information and guidance.

Republic of the Philippines
Department of Education

01 OCT 2018

DepEd MEMORANDUM
No. **158** , s. 2018

2018 PRINCIPALS' TEST

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

1.   Passing the Principals' Test is one of the requirements for appointment to School Principal and Assistant School Principal positions in public elementary and secondary schools, pursuant to the following DepEd Orders (DOs):

   a. DO No. 42, s. 2007 entitled **The Revised Guidelines on Selection, Promotion and Designation of School Heads**;
   b. DO 97, s. 2011 entitled **Revised Guidelines on the Allocation and Reclassification of School Head Positions**; and
   c. DO 41, s. 2016 entitled **Additional Guidelines to DepEd Order No. 19, s. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)**.

2.   In this regard, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHROD) and the Quality Assurance Divisions of the Regional Offices (RO-QAD), shall administer the **2018 Principals' Test** tentatively on **November 18, 2018**.

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

Date	Activity
October 3-16, 2018	Online Application
October 8–31, 2018	Evaluation and Validation of Documents
November 5, 2018	Release of the Final List of Examinees and Testing Venues Through a Regional Memorandum

4.   To qualify as test takers, 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 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.

5.   Education Program Specialists and Senior Education Program Specialists shall be allowed to take the Principals' Test provided that they meet the minimum Qualification Standards (QS) for Principal 1 position stipulated in DO 39, s. 2007 entitled **Modified Qualification Standards for the Positions of Head Teachers and Principals**.

6.   Unsuccessful test takers or examinees in the Principals' Test administered in 2015, 2016 and 2017 shall be given the chance to take the 2018 Principals' Test. However, failure to pass the 2018 examination, they shall be required to undergo a specialized preparatory course before applying for the next Principals' Test. Guidelines on the implementation of the said intervention will be issued soon.

7.   The test shall cover the competencies anchored on the domains of the National Competency-Based Standards for School Heads (NCBSSH) stipulated in DO 32, s. 2010 entitled **National Adoption and Implementation of the National Competency-Based Standards for School Heads**. The test shall serve as a mechanism for determining the readiness of aspiring School Heads to take on the role of a school leader, instructional leader, and school manager. As such, the seven domains of the NCBSSH were clustered into three, namely:

   a. **Cluster Domain 1: School Leader**
      i.   School Leadership
      ii. Personal and Professional Attributes and Interpersonal Effectiveness

   b. **Cluster Domain 2: Instructional Leader**
      i.   Instructional Leadership
      ii. Creating Student-Centered Learning Climate

   c. **Cluster Domain 3: School Manager (Governance)**
      i.   Human Resource Management and Professional Development
      ii. Parent Involvement and Community Partnership
      iii. School Management and Operations

8.   To pass the examination, test takers must obtain a rating of at least 70% in each of the three cluster domains.

9.   **Official Results shall be released through a DepEd Memorandum** followed by the distribution of printed Certificates of Rating (COR) of all test takers through the RO-QAD.

10.   The detailed guidelines on the conduct of the 2018 Principals' Test is enclosed.

11.   For more information, contact:

The Human Resource and Development Division
4/F Mabini Bldg., Department of Education (DepEd) Central Office
DepEd Complex, Meralco Avenue, Pasig City
Email Address: bhrod.hrdd@deped.gov.ph
Facebook Group: https://www.facebook.com/groups/BHROD/

12.   Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS-BRIONES
Secretary

Encl.:
      As stated

References:
      DepEd Order Nos.: (39 and 42 s. 2007; 97 s. 2011 and 41, s. 2016)
                        1 and 85, s. 2003; 36, s. 2009; 32, s. 2010 and 14, s. 2015
      DepEd Memorandum Nos.: 80, s. 2016 and 174, s. 2017

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

      EXAMINATION
      OFFICIALS
      QUALIFICATIONS
      REQUIREMENTS
      SCHOOL HEADS
      TEACHERS
      TEST

SMMA, DM 2018 Principals' Test
0683-August 23/31/September 17, 2018

GUIDELINES ON THE CONDUCT OF 2018 PRINCIPALS' TEST

I.   **TECHNICAL WORKING GROUP COMPOSITION AND RESPONSIBILITIES**

   A. **NATIONAL TECHNICAL WORKING GROUP (NTWG)**

    1.   The NTWG shall be comprised of the following:

        a.   The Chair shall be the Undersecretary for Planning and Field Operations and the Assistant Secretary for Project Management, BHROD and Field Operations.

        b.   The Vice Chair shall be the Director of the Bureau of Human Resource and Organizational Development (BHROD) in partnership with the Director of the National Educators Academy of the Philippines (NEAP).

        c.   The Secretariat and Focal Office shall be the BHROD – Human Resource Development Division.

    2.   The NTWG shall:

        a.   provide overall direction, administration and supervision of the 2018 Principals' Test.

        b.   ensure that the issued policy and guidelines containing the objectives, standards, structures, procedures and schedule are adhered to accordingly.

        c.   establish the necessary systems and processes that will warrant efficient, effective and timely conduct of the test.

        d.   manage the development, reproduction and shipping of the test booklets and materials while ensuring the integrity and confidentiality of the test.

        e.   disseminate information and facilitate the conduct of the Central, Regional, and Schools Division orientations for all personnel involved in the preparation and administration of the test.

        f.   announce the results of the 2018 Principals' Test through a DepEd Memorandum.

        g.   conduct a post-evaluation activity in aid of future conduct of the test.

        h.   perform other tasks as may be assigned in aid of successful conduct of the 2018 Principals' Test.

B. REGIONAL TECHNICAL WORKING GROUP (RTWG)

1. The RTWG shall be comprised of the following:

   a. The Regional Project Director shall be the Regional Director;

   b. The Regional Deputy Project Director shall be the Assistant Regional Director, but in the absence of the Regional Director, shall assume the function of the Regional Project Director.

   c. The Regional Project Manager shall be the Chief of the Regional Quality Assurance Division (RO-QAD);

   d. The members shall include the Regional Accountant, Regional Budget Officer, Regional Cashier, Regional Information Technology Officer, designated Regional Validators and the designated Regional Testing Coordinator/s.

      d.1. In identifying/designating the Regional Testing Coordinator, the RO-QAD EPSs shall be prioritized. In the event that the number of testing venues is more than the number of RO-QAD EPSs available, other personnel may be designated as Regional Testing Coordinator.

   e. The Secretariat and Focal Office shall be the RO-QAD.

2. The Regional Project Director/Regional Deputy Project Director shall:

   a. ensure that the integrity of the test is protected.

   b. provide overall direction, administration and supervision of the 2018 Principals' Test in the region, in accordance with national policies and guidelines.

   c. ensure that the schedule stipulated in this DepEd Memorandum is adhered to accordingly, unless otherwise changed by the NTWG.

   d. approve/sign all regional issuance and documents related to the conduct of the 2018 Principals' Test.

3. The Regional Project Manager shall:

   a. coordinate with the NTWG with regards to the directions, preparation, administration and supervision of the test.

   b. prepare and facilitate the approval of the budget proposal for the conduct of the 2018 Principals' Test in the region.

   c. lead the conduct of regional orientations to all personnel involved in the administration of the test to ensure widest information dissemination to all test takers.

d. Identify and recommend to the Regional Project Director a Regional Testing Coordinator per testing venue.

e. ensure that the identified testing venue is compliant with the specifications/requirements in Section III.A.

4. The Regional Budget Officer and Regional Accountant shall:

a. expedite the approval of the proposed budget for the conduct of the 2018 Principals' Test.

b. ensure that funds for the purpose are utilized and disbursed in accordance with the existing accounting and auditing rules and regulations.

5. The Regional Validator/s (QAD) shall:

a. validate the applications forwarded by the Schools Division Offices (SDO) through the PTOAS.

b. check the completeness of the documents submitted.

c. compile copy of the lower portion of the Certificate of Eligibility (COE) submitted by the SDOs.

6. The Regional Information Technology Officer shall:

a. create PTOAS accounts for the authorized member of the RTWG and the Schools Division Information Technology Officers (SDITO).

b. provide the necessary technical support in the use and simulation of the Principals' Test Online Application System (PTOAS) during the orientations.

c. provide necessary technical assistance to the RTWG and SDTWG in the operation of the PTOAS.

7. The Regional Cashier shall:

a. receive and process the payments of examination fees of qualified applicants.

b. issue Individual Official Receipts to qualified applicants.

c. prepare the masterlist of "paid" applicants indicating the Official Receipt Number.

d. Disburse payment of honoraria to the all eligible personnel involved.

8. The Regional Testing Coordinator/s, with the assistance of the Secretariat, shall:

    a. conduct ocular inspection on possible testing venue/s.

    b. recommend testing venue/s that meets the specifications/requirements provided by the NTWG.

    c. ensure the following in the testing venue/s:

        c.1. orderly and systematic conduct of the Principals' Test;

        c.2. master list of test takers per testing room is prepared and posted on the wall/on the door of the testing room one day before the test;

        c.3. complete attendance of all identified personnel involved in the administration of the test;

        c.4. necessary signages and locator charts are posted in proper areas for the guidance of the test takers;

        c.5. safety and security in the testing venues through the assistance of the Barangay/Police Officials.

    d. assist the Central Office Representatives in the following:

        d.1. claiming of the test booklets at the assigned branch of the courier;

        d.2. distribution and retrieval of test materials in the testing venue;

        d.3. delivery/shipping of the test materials to DepEd Central Office;

        d.4. other related activities.

    e. submit test administration reports to the Central Office Representatives.

    f. prepare and ensure completeness of seatplan teamplate to be provided by the NTWG

C. SCHOOLS DIVISION TECHNICAL WORKING GROUP (SDTWG)

1. The SDTWG shall be comprised of the following:

    a. The Chair shall be the Schools Division Superintendent (SDS);

b. The Vice-Chair shall be the Assistant Schools Division Superintendent (ASDS), but in the absence of the SDS, shall assume the function of the Chair. In the event that the SDO has more than one ASDS, the SDS shall designate one of the ASDSs to be the SDTWG Vice-Chair.

c. The Schools Division Test Coordinator shall be the Chief of the School Governance and Operations Division (SGOD);

d. The membership shall include the SDO Personnel, AO V, SDO Cashier, SDO ITO, and the designated SDO Evaluator/s (preferably SEPS from SGOD or HRMO);

e. The Secretariat and Focal Office shall be the SGOD.

2. The SDTWG Chair/Vice-Chair shall:

a. ensure that the integrity of the test is protected.

b. approve/sign all Schools Division issuances and documents related to the conduct of the 2018 Principals' Test.

c. provide overall direction, administration and supervision of the 2018 Principals' Test in the division, in accordance with national policies and guidelines and regional issuances.

3. The Schools Division Test Coordinator shall:

a. coordinate with the RTWG with regards to the directions, preparation, administration and supervision of the test.

b. ensure widest information dissemination to all test takers.

c. lead the conduct of the Schools Division orientations to all personnel involved in the administration of the test.

4. The Schools Division Information Technology Officer shall:

a. create PTOAS accounts for the authorized member of the SDTWG.

b. issue/activate official DepEd email account of applicants.

c. provide the technical support in the use and simulation of the PTOAS during the orientations.

d. provide the necessary technical assistance to the applicants and other authorized personnel in the PTOAS.

5. The Schools Division Evaluator shall:

a. evaluate the qualification of the applicants.

b. check the completeness and authenticity of the documents submitted by the applicants.

c. facilitate signing of system-generated COEs prior release to applicant.

6. The SDO Cashier shall:

a. receive payment of Examination Fees from the qualified test takers.

b. remit examination fee payments to the RO Cashier along with the master list of paid test takers and the lower portion of the COE.

c. distribute/release the Individual Official Receipts to applicants.

II. APPLICATION PROCESS

A. PRE-REGISTRATION

1. Applicants for the 2018 Principals' Test must secure the following upon submission of documents for pre-evaluation:

a. Official DepEd email account (may be requested for activation or creation from SDO Information Technology Officer);

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 authorized personnel in the Schools Division Office.

Teachers-In-Charge (TIC) and Head Teachers (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 of the Schools Division Office; and

If Applicable,

d. Designation/Special 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.

2. Applicants must submit all documents to the designated SDO Evaluator/s for evaluation.

3. The SDO Evaluator/s shall receive and assess the application by checking the following:

   a. qualification of the applicants in accordance with Item 4 of this DepEd Memorandum, and

   b. completeness, authenticity and veracity of the documents submitted.

4. The SDO Evaluator/s shall act on the application whether:

   4.1. APPROVE
   (the applicant meets the qualifications and submitted complete and authenticated documents)

      4.1.1. stamps and signs all pages of the documents
      4.1.2. instructs applicant to register and apply through the PTOAS

   4.2. FOR COMPLIANCE
   (the applicant meets the qualifications but submitted incomplete documents)

      4.2.1. instructs applicant to comply/submit lacking documents

   4.3. DISAPPROVE
   (the applicant did not meet the qualifications)

      4.3.1. explain to applicant the reason for disapproval

5. If the application is:

   5.1. APPROVED

      5.1.1. The applicant scans approved (with evaluated stamp & signature of evaluator) documents
      5.1.2. The applicant may proceed with the online registration and application

   5.2. FOR COMPLIANCE

      5.2.1. The applicant resubmits/comply lacking documents within 5 working days

B. ONLINE REGISTRATION AND APPLICATION

Online Registration

1. Registration shall be done online through http://www.principalstestapplication.deped.gov.ph

2. Using the official DepEd email account, applicant can register by following the steps specified in the attached *PTOAS User Guide for applicants (Annex 1)*.

3. After a successful registration, a **Reference Number** will be generated and shall serve as the unique identifier for the applicant throughout the conduct of the Principals' Test.

4. A notification of a successful registration will be sent to the applicant's registered email address, containing the applicant's information provided during the online registration along with reminders on the application period, process, and documentary requirements.

5. Applicant will receive notifications on the status of application through email or PTOAS Account.

Online Application

6. Using the registered email address, applicant logs in to the PTOAS to proceed with the online application

7. Applicant must fill out the online application form by providing all the necessary information as explain in detail in the *User Guide*.

8. Applicant shall be required to upload scanned copies of the "pre-evaluated" documents. Ensure that the documents are clearly scanned and saved in PDF format with file size not exceeding (10) MB per file.

9. Falsification of qualifications and/or documents shall be subjected to investigation with grounds on grave dishonesty as mandated by Civil Service Commission (CSC) rules and regulations.

C. PROCESSING OF APPLICATION

Schools Division Office Review (SDO Review)

1. Through the PTOAS, the designated SDO Evaluator/s shall receive and verify the submitted documents of the applicant by checking the following:

   a. Completeness of the application and uploaded attachments; and

   b. Authenticity of the information provided and documents uploaded by ensuring that the attachments bear the stamp "evaluated" and duly signed by the SDO Evaluator.

2. The SDO Evaluator/s shall act on the application whether:

   2.1. FORWARD TO RO FOR REVIEW
   (submitted complete and authenticated documents)

      2.1.1. The application shall be forwarded to the Regional Office for validation.
      2.1.2. An email notification shall be sent to the applicant regarding the status of the application

   2.2. FOR COMPLIANCE
   (submitted incomplete documents)

      2.2.1. The application will be returned to the applicant for further action.
      2.2.2. An email notification will be sent to the applicant indicating the actions needed to comply and/or the documents needed to be submitted

   2.3. DISAPPROVE
   (applicant did not meet the qualification)

      2.3.1. The application shall no longer move forward.
      2.3.2. An email notification shall be sent to the applicant detailing the reasons for disapproval.

Regional Office Review (RO Review)

3. Through the PTOAS, the RO Validator shall receive the application and validate the following:

   a. completeness of the application and uploaded attachments;

   b. documents uploaded bear the stamp "evaluated" and duly signed by the SDO evaluator; and

   c. applicant has no pending case in coordination with the RO Legal Officer.

4. The RO Evaluator shall act on the application whether:
   4.1. APPROVED FOR PAYMENT
   (the applicant is qualified and submitted valid documents)

      4.1.1. The application shall be returned to the SDO for issuance of the Certificate of Examination (COE) and payment of examination fee.
      4.1.2. An email notification shall be sent to the applicant regarding the next steps to be undertaken.

4.2. FOR COMPLIANCE
   (the applicant submitted incomplete documents)

    4.2.1. The application will be returned to the applicant for further action.

    4.2.2. An email notification will be sent to the applicant indicating the actions needed to comply and/or the documents needed to be submitted

4.3. DISAPPROVE
   (the applicant did not meet the qualification)

    4.3.1. The application shall no longer move forward.

    4.3.2. An email notification shall be sent to the applicant detailing the reasons for disapproval.

D. PROCESSING OF CERTIFICATE OF ELIGIBILITY (COE) AND EXAMINATION FEE

1. The SDO Evaluator shall print the system-generated COEs of the applications approved by the RO.

2. The SDO Evaluator shall be required to sign the COE before approval of the SDTWG Chair.

3. The COE shall be signed by the SDTWG Chair (i.e., SDS) or the designated SDTWG Vice-Chair (i.e., ASDS) in the event that the Chair is not available.

4. Upon claiming the COE from the SDO, the applicant must attach two (2) copies of passport size (4.5cm x 3.5cm) ID picture taken within the last six (6) months with signature over printed name in the spaces provided.

   - *One (1) copy at the upper portion (Applicant's copy)*
   - *One (1) copy at the lower portion (RO copy)*

5. The applicant shall be required to sign the COE at the designated spaces provided before proceeding to the next step.

6. Upon signature, the applicant must proceed to the SDO Cashier Section to pay an examination fee of Five Hundred Fifty Pesos (Php 550.00).

7. Upon receipt of the payment, the SDO Cashier shall tag the application as "PAID" through the PTOAS. An email notification shall be sent to the applicant indicating that the application has been approved and a payment of the Examination Fee has been received.

8. The SDO Cashier shall stamp the COE as "PAID", and affix his/her signature on the COE.

9. The SDO Cashier shall secure the lower portion of the COE (RO Copy), and return the upper portion of the COE (Applicant's Copy) to the applicant.

   The Applicant's Copy of the COE shall serve as the test taker's test permit and should be presented on the day of the exam together with their valid ID (UMID, SSS, GSIS, Philhealth, Voter's ID, PRC License, DepEd ID, or Driver's License).

10. The SDO Cashier shall remit the payment of examination fees, and transmit lower portion of the COE (RO Copy) along with a master list of paid test takers to the RO Cashier.

11. The RO Cashier shall prepare the Individual Official Receipts based on the submitted master list of paid test takers/RO Copy of the COE.

12. The RO Cashier shall submit the list of paid applicants together with the lower portion of the COE (RO Copy) to the RO QAD.

13. The RO Cashier shall transmit the Individual Official Receipts to the SDO Cashier for distribution to the applicants.

14. The RO shall issue a regional memorandum indicating the final master list of test takers. If the test taker's name is not included in the list, applicants may contact their respective SDO or RO.

III. OPERATIONS

A. Identification of Regional Testing Venue (RTV):

The Regional Testing Venue to be identified by the RTWG for the 2018 Principals' Test must:

1. be conducive to test taking and free from unnecessary noise;

2. be provided with Barangay/Police Officials for security;

3. be accessible via public transportation to majority of the test takers;

4. be nearby affordable accommodation;

5. have provisions for examinees with special needs;

6. Have adequate space for parking;

7. have a provision for a waiting area for non-examinees or companions to prevent them from entering the premises near the testing area;

8. have clean restrooms with available water;

9. have a sufficient number of testing rooms for the number of examinees with the following conditions:

   a. clean and adequately lighted and ventilated, and

   b. with 24 chairs that are suitable for adults.

B. Seating Arrangement

1. There must be 24 chairs in every testing rooms following the arrangement in the attached seat plan *(Annex 2)*.

2. Applicants in the same testing room may come from the same divisions but should be arranged alphabetically.

3. Applicants with the same surname must be in different testing rooms.

C. Identification of Examiners and Proctors

C. 1. The Supervising Examiners and Room Examiners to be identified should meet the following qualifications:

   1. Be an incumbent Principal, Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief;

   2. Not be retiring in the next two (2) years;

   3. Not be related to any of the test takers in the assigned room up to second degree of consanguinity or affinity and should sign a disclosure statement for this purpose;

   4. Not eligible to take the 2018 Principals' Test;

   5. Have proven competence and integrity, and

   6. Be recommended by their immediate superior.

C. 2. Roving Proctors shall be identified and may be assigned by the Regional Project Manager.

D. Principals' Test Orientation and Administration Personnel

The Regional Testing Coordinator/s shall manage the operations during the actual administration of the 2018 Principals' Test. They shall ensure orderly and systematic administration of the test. They shall conduct

orientation for the all 2018 Principals' Test Administration Personnel and ensure that they perform their respective functions as follows:

1. Central Office Representative/s
   - Prepare necessary materials for the orientation and actual administration of the test;
   - Pick up the test booklets and answer sheets from the assigned pick up point/s;
   - Monitor the conduct of the test in the assigned Regional Testing Venue **to safeguard the integrity of the test** and orderly test administration in accordance with national policies and guidelines;
   - Ensure synchronization of time to ensure that every test taker starts and ends at the same time;
   - Lead in the distribution and retrieval of test materials in the Regional Testing Venue and delivery/shipping of the test materials to DepEd Central Office;
   - Provide technical assistance to the Regional Testing Coordinators; and
   - Prepare and submit required test administration monitoring reports to the Project Director.

2. Supervising Examiners (1 for every 5 testing rooms)
   - Protect the integrity of the test;
   - Ensure orderly and systematic conduct of the test in the assigned testing rooms;
   - Report to the Regional Testing Coordinator any issues and concerns regarding the conduct of the test as well as the actions undertaken as necessary;
   - Prepare and submit required test administration monitoring report to the Regional Testing Coordinator;
   - Assist in posting of the list of test takers on the wall/door of each of the testing rooms one day before the test; and
   - Assist the examinees in looking for their assigned testing room.

3. Room Examiners
   - Protect the integrity of the test;
   - Report any observations that might affect the integrity of the test as well as the actions undertaken as necessary;
   - Manage the conduct of the test in the assigned room;
   - Follow strictly the procedure in the conduct of the test;
   - Attend orientation;
   - Collect and return test booklets and answer sheets according to the guidelines, and ensure their completeness; and
   - Submit accomplished accountability and monitoring and evaluation reports to the Regional Testing Coordinator.

4. Roving Proctors
   (at least 3 for every Regional Testing Venue or more if necessary)
   - Protect the integrity of the test;

- Closely monitor the assigned testing rooms and immediately report any irregularities and/or administrative concerns to the Regional Testing Coordinator;
- Assist the supervising examiners in ensuring orderly and systematic conduct of the test;
- Provide assistance to the Room Examiners whenever necessary;
- Assist in the posting of signages and locator charts in proper areas for the guidance of the test takers; and
- Ensure that the companion/s of the test takers remain in the waiting area, away from the vicinity of the testing rooms.

5.   Medical Staff
   - Provide medical assistance where necessary; and
   - Ensure that Over-the-Counter (OTC) drugs are available for emergency cases.

6.   Janitors
   - Keep the vicinity clean and conducive to the activity;
   - Ensure that the testing rooms are clean and well-lit with proper ventilation;
   - Arrange the chairs of each testing rooms in accordance to the to the layout of the seat plan; and
   - Keep the restrooms clean and ensures availability of tissue and soap.

7.   Security Guard
   - Take charge of the safety and security of the testing venue.
   - Rove around to ensure peace and orderliness of the surroundings.
   - Assist the companion/s of the test takers to the waiting area.

8.   Financial Staff (Accounting, Budget, Cash)
   - Ensure that payments/honoraria due to the concerned personnel are given right after the retrieval of test materials and accomplished forms in accordance with accounting and auditing rules.
   - Keeps all documents related to the financial operations of the test.

9.   Help Desk Personnel
   - Take charge of the Help Desk located strategically near the entrance of the testing venue, and respond to concerns regarding Official Receipts, master list of test takers and room numbers, medical and legal concerns, etc.

E. Utilization of the Examination Fee

For the guidance of the Regional Budget Officer, Regional Accountant and RO Cashier, the examination fee of Five Hundred Fifty Pesos (Php 550.00) shall be utilized as follows:

1. Ten Pesos (Php 10.00) is for the Legal Research Fund as stipulated in DepEd Order No. 14, s. 2015. The remittance to the Bureau of Treasury is stipulated in the said order.

2. Five Hundred Forty Pesos (Php 540.00) shall cover various expenses relative to the preparations and administration of the 2018 Principals' Test such as (but not limited to):

   a. Operation Expenses:
      - Electricity and Testing Venue rental
      - Communication (allowance, signages, tarpaulins, etc.)
      - Supplies, materials, meals and other incidental expenses during the orientation and actual conduct of the exam
      - Expenses for the improvement of accommodation of testing venue

   b. Travel and Accommodation Expenses:
      - Regional Testing Coordinators attendance to the National Orientation
      - Central Office Representatives travel expenses to the Testing Venue and back to DepEd Central Office
      - Accommodation arrangements of Organizers and Central Office Representatives

   c. Possible expense on the delivery/shipment of Test Booklets to DepEd Central Office

   d. Honoraria of all personnel involved in the orientation and conduct of the 2018 Principals' Test

3. Savings from previous principals Test may be utilized for the following items to be used in the activities related to the Principals' Test:

   a. IT and Office equipment and supplies.

   b. Printing of the materials (such as, but not limited to User's Guides, Test Administration Guides and other materials and forms).

   c. Payment of Overtime services of authorized personnel involved in the SDO & RO online application process.

4. Utilization of fund shall be upon approval of the Regional Director, subject to COA and accounting rules and regulations.

F. Payment of Honorarium and Overtime Services

1. In order to ensure the peaceful and orderly conduct of the 2018 Principals' Test, participation of Central, Regional, and Schools Division Office personnel is necessary. The orientation and administration of the test shall be done on non-working days, and these personnel shall be required to render services beyond their

regular duties and responsibilities. In this regard, granting of honoraria to these personnel shall be authorized.

2. The computation of the honorarium for the 2018 Principals' Test shall be based on the DBM Circular No. 2007-2 dated October 1, 2007, entitled "Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects."

3. Expenses allocated for the honorarium shall be drawn out from the examination fees. No funds collected from the Central, Regional, and Schools Division Offices shall be expended for this matter.

4. RO & SDO personnel who are involved during the preparation, online application and evaluation of documents shall be entitled to overtime pay charged to the examination fee or local funds, subject to the existing accounting and auditing rules and regulations,.

5. To ensure the systematic preparation of the detailed budget proposal and financial report to be submitted by the RTWG.

IV. OTHER INFORMATION PERTINENT TO THE 2018 PRINCIPALS' TEST

A. For orderly and efficient test administration, examinees are reminded of the following:

1. Be in the assigned Testing Venue by 7:30 am on the day of the test.

2. Bring the **Certification of Eligibility (COE)** with valid IDs, two (2) good quality pencils, a sharpener, and a rubber eraser.

3. The test administration will last for three (3) hours.

4. **Anyone caught cheating** (such as bringing of "kodigo", talking to seatmates, taking photos of the test materials, use of mobile phones during the test, etc.) **shall automatically be disqualified, and shall be sent out immediately**. He/she will be subject to investigation and/or filling of an administrative case.

B. DepEd values the **credibility and integrity of the examination. The agency is NOT, in any way, affiliated with individuals or institutions offering and providing review sessions.** A warning is given to all applicants against individuals or organizations which claim to have access to the content of the examination. **Applicants, individuals, or organizations who shall have direct or indirect request for test content and/or perform an act of bribery (monetary or gifts) to CO, RO, and SDO employees shall be subjected to investigation and/or filing of appropriate administrative case**. You may report such cases encountered to bhrod.hrdd@deped.gov.ph.

C. SDOs, through the Human Resource Development Unit, are encouraged to support the examinees through:

1. Formation of support groups similar to Learning Action Cells mentored by high performing school heads;

2. Familiarizing applicants with the school processes, operations, reports, challenges, and actual scenarios faced by the School Heads; and

3. Organizing immersion opportunities on school processes and operations in different school typologies.

D. All initiatives and activities shall be **strictly free of charge and not to be conducted during class/office hours**. Schools Division INSET funds may be used for meals and materials reproduction subject to the usual accounting and auditing rules and regulations.

Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
User Support Division
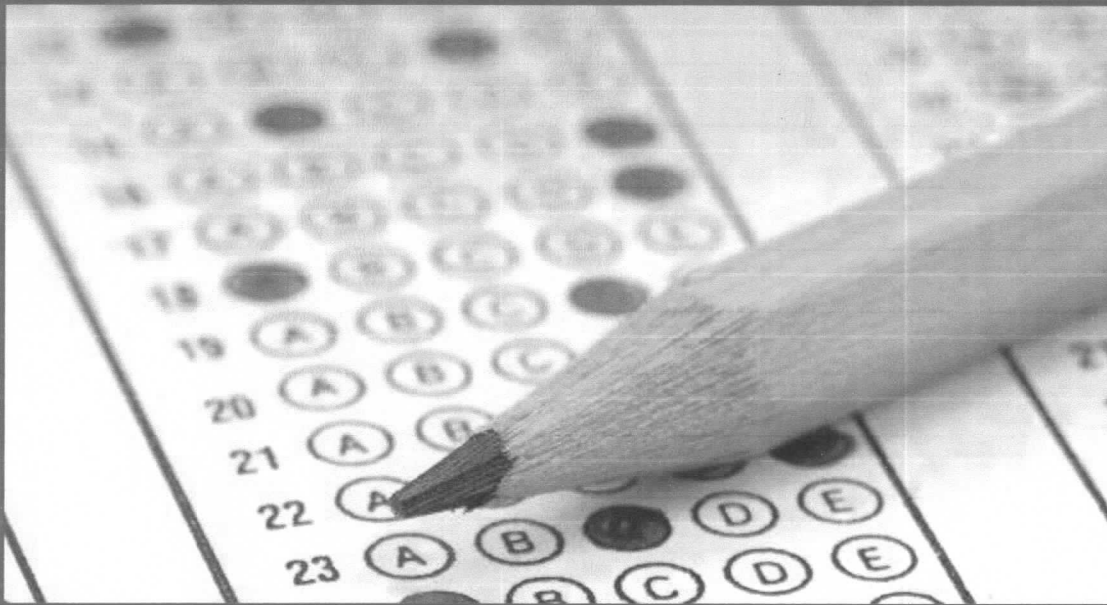
PRINCIPALS'
TEST
ONLINE APPLICATION SYSTEM

PRINCIPALS' TEST
ONLINE APPLICATION SYSTEM
(PTOAS)

USER GUIDE FOR APPLICANTS

Creating Your Account

You must have your own PTOAS account that enables you to submit your application and view your application status.

1. Access https://principalstestapplication.deped.gov.ph/ in your web browser.

1. In the login page, click **Create Account**.
   - You will be directed to the **Privacy Notice** page.
2. Read the Privacy Notice **very well**.

3. If you have read and agreed to its terms, click the **Check here to indicate that you have read and agree to the Privacy Notice** checkbox, then click the **Next** button to proceed to the **Create Account** page.

4. Fill out the fields under **Login Information**.
   - Enter your **DepEd Email Address**.
   - Enter your desired **Password**.
   - Retype your password in the **Confirm Password** textbox.
5. Fill out the fields under **Applicant information**.
   - Enter your **First Name**, **Middle Name** (if applicable), and **Last Name**.
   - Select your **Name Extension** (If applicable).
   - Select the year, month, and day of your **Date of Birth** in the dropdown list.
   - Select your **Sex** in the dropdown list.
   - Enter your **Mobile Number** using this format: 09XXXXXXXXX.
   - Enter your **Landline Number** (If available; include the area code).
   - Select the **Yes** or **No** option button in the **Do you need special assistance** field if you need special assistance (for example, pregnant/expectant mother, senior citizen, or with disability).

Create your Account

LOGIN INFORMATION *(Please take note of your login information)*

* DepEd Email Address

* Password *(Minimum of 8 characters)*

* Confirm Password

APPLICANT INFORMATION

* First Name | Middle Name | * Last Name | Name Extension

* Date of Birth | * Sex

* Mobile Number | Landline Number (Include Area-Code)

* Do you need **special assistance**? *(For Pregnant, Senior Citizen or Person with Disability)* YES NO

WORK INFORMATION

* School Name / Office Name | School ID

* School Address / Office Address

HOME ADDRESS

* House Number, Block, Lot Number, Street, Subdivision/Village, Barangay

* Region | * Province

* City/Municipality

Create Cancel

6. Fill out the fields under **Work information**.
   - Enter the school's *complete* name in the **School Name** textbox (for example, *Juan Dela Cruz National High School*).
   - Enter the school's six-digit ID in the **School ID** textbox (for example, *123456*).
   - Enter the school's complete address in the **School Address** textbox.
7. Fill out the fields under **Home Address**.
   - Enter your *complete* **Home Address** using the following format: *House No. /Block No. /Lot No. /Street/Subdivision/Village/Barangay.*
   - Select your **Region** from the dropdown list.
   - Select your **Province** from the dropdown list.
   - Select your **City/Municipality** from the dropdown list.
8. Click the **Create** button to submit account registration.

9. A preview of your previously entered **Login**, **Personal**, and **Work Information** will be shown.

10. If you need to correct any information you have already entered, click the **Edit** button to enable all fields for editing.

11. After reviewing the information you have filled in, click the **Proceed** button to continue account creation.

12. If you have reviewed your information and have verified it as accurate, click **OK** on the popup to confirm.

> Have you reviewed what your placed in the form?
>
> Confirm the creation of your account by hitting 'OK' and we're good to go!
>
> OK   Cancel

13. Another message will pop up, presenting you with a **Reference Number**.
    - Click the **OK** button to redirect to the Login page.

> Congratulations JUAN SANTOS DELA CRUZ JR.!
>
> You have succesfully registered in the Principals Test Online Application System.
>
> Your Referrence Number is: 2018-04709
>
> OK

Create your Account

LOGIN INFORMATION *(Please take note of your login information)*

Email: juan.delacruz000@deped.gov.ph

Password: 12345678.

APPLICANT INFORMATION

First Name: JUAN

Middle Name: SANTOS

Last Name: DELA CRUZ

Extension Name: JR.

Birth Date: JANUARY 1, 1993

Gender: MALE

Mobile Number: 09111111111

Landline Number (Include Area-Code): 632 1111-11-11

Do you need some assistance? NO

WORK INFORMATION

School Name: JOSE RIZAL HIGH SCHOOL

School ID: 123456

School Address: RIZAL ST., SAN PEDRO

HOME ADDRESS

Home Address: BLOCK 1 LOT 3 BRGY MAHARLIKA

Region: REGION I (ILOCOS REGION)

Province: ILOCOS NORTE

City/Municipality: ADAMS

Proceed   Edit

14. We will send you an email to the email address you provided as confirmation that your account has been created.

> **Principals' Test** <norepły.principalstest003@deped.gov.ph>   4:59 PM (3 minutes ago)   ☆ ↩ ⋮
> to me ▾
>
> Dear EMILIO AGUINALDO:
>
> This is to confirm your account registration in the Principals Test Application Portal.
>
> Please take note of your Reference Number: **2018-05006**. You can use this number throughout your application process for the Principals Test 2018.
>
> To proceed with your application, LOG IN into your account and do the following:
>
>   1. Complete the required information
>   2. Upload scanned copy of the documents which underwent pre-evaluation(evidenced by a STAMPED MARK) of the Schools Division Office in PDF version (maximum 20MB per file)
>   2.1 Performance Rating of Very Satisfactory (VS) for the last rating period
>   2.2 Signed Service Record
>
>   If Applicable.
>
>   2.3 Designation as Teacher-In-Charge signed by the Schools Division Superintendent (SDS)
>   2.4 Certification of managerial and administrative experience from DepED-recognized private institution or CHED-recognized higher education institution
>
> Ensure that all pages of the documents listed above are scanned and uploaded to avoid for compliance and disapproval of your application.
>
> Goodluck!

II. Logging In

After creating your account, you may log in to PTOAS to access its facilities and process your application.

1. Access https://principalstestapplication.deped.gov.ph/ in your web browser.
2. Enter your **DepEd Email Address** and your **Password**.
3. Click **Login** to input your credentials and be redirected to the home page.

III. Filling Out the Application Form

To facilitate a smooth application process, you are expected to fill out **all** required information in the Application Form **accurately**.

1. Fill out the fields under **Applying at**.

- Select your **Region, Province,** and **Municipality** from the dropdown list.
- Enter your **Reason for taking the exam** in the provided textbox.
- Enter your seven-digit **DepEd Employee Number** (if applicable; for example, *1234567*).
- Select your **Current Position** from the dropdown list.
  - o If you select **Other Position** as an option, **Specify Current Position** in the textbox provided.
- Select your **Designation** from the dropdown list.

o   If you select **Others** as an option, **Please Specify** your designation in the textbox provided.
- Enter the **Number of times test was taken** in the provided textbox. (Enter 0 if you are taking the exam for the first time.)
  o   If you entered a number of 1 and above, enter the year/s when you took the exam in the textbox/s labeled **1st take**, **2nd take**, and so on.

2. Upload soft copies (preferably scanned copies) of required documents as stated under **Supporting Documents**:
    - **Performance Rating for the last two (2) ratings;**
    - **Signed Service Record;**
    - **Designation as Teacher in Charge/Officer in Charge Signed by SDS** (if applicable); and
    - **Certification of Managerial and Administrative Experience** (if applicable).

3. Once done filling out the form, click the **Submit Application** button.
4. You will be prompted that **Your application has been saved successfully**; click **OK** to confirm.

Your application has been saved successfully.

OK
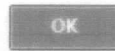
IV. Checking Your Application Status

Once you have finished submitting your application, you will be redirected to the **Application Status** page, which indicates what level your application is at and what its details are.

You will also receive notifications through your email as soon as the status of your application is changed or updated.

Please take note of the following application statuses:

APPLICATION STATUS

Date	Status
2018-09-24 09:47:16	For SDO Review
2018-09-24 09:39:28	For Compliance
2018-09-24 09:28:16	For SDO Review

For SDO Review

This will appear as a status once you complete the Application Form, indicating that your application has been routed to the **Schools Division Office (SDO)** where you filed your application.

The concerned SDO personnel will evaluate your application and process it accordingly before forwarding it to their **Regional Office (RO)**.

2018-09-24 09:28:16	For SDO Review	

Forwarded to RO for Review

This will appear as a status once the SDO has forwarded your application to the RO, who shall review your application and approve it prior to payment.

|		
2018-09-24 09:54:11	Forwarded to RO for Review	

For Payment

This will appear as a status once the RO approves your application for the 2018 Principals' Test, and that payment will be needed to proceed.

At this juncture, the SDO Evaluation will issue you a **Certificate of Eligibility (COE)**, and you will be asked to proceed to the SDO cashier to settle the test fee.

2018-09-04 23:20:55	For Payment	

Approved/Qualified

This will appear as a status once your payment for the test fee has been received and confirmed, and that you are qualified to take the 2018 Principals' Test.

2018-09-04 23:25:22	Approved / Qualified	
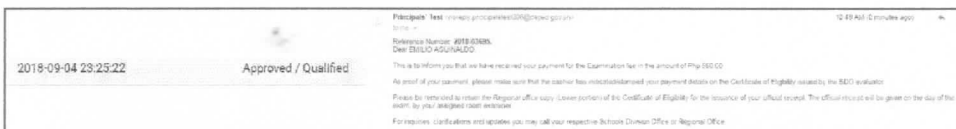
Disapproved

This will appear as a status once your application has been rejected or disqualified, along with a specified reason.

2018-09-24 10:04:10	Disapproved due to	*(email screenshot)*
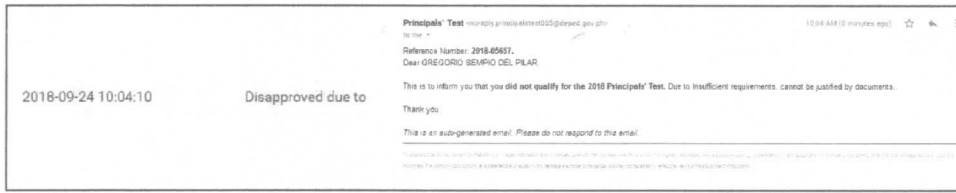
For Compliance

This will appear as a status once your application has been reviewed, but that the RO or SDO deems that the documents they received are invalid or insufficient.

Any application with this status is given a specific timeframe (**three days** at the SDO level, and **five days** at the RO level) to comply with said requirements before proceeding any further; failure to comply within such timeframe can lead to **automatic disapproval** of the application.

2018-09-24 09:39:28	For Compliance	*(email screenshot)*
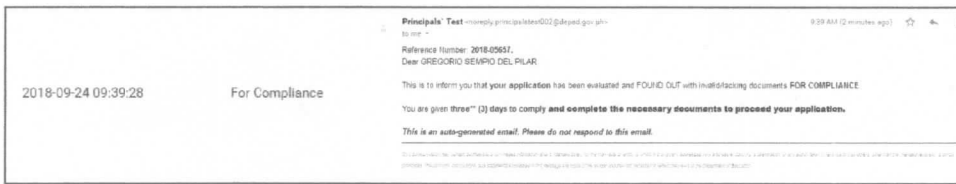
V. Managing Your Account

You can update and manage your personal details in the PTOAS.

1. Click **Manage Account** from the Main Menu.
2. Once in the **Manage Account** page, click the **Update Information** to enable the fields and proceed with editing the following:
   - **First Name, Middle Name** (if applicable), and **Last Name**;
   - **Name Extension** (If applicable).
   - **Sex**;
   - **Mobile Number**;
   - **Landline Number**;
   - **Home Address**; and
   - **Region, Province**, and **City/Municipality**.
3. Click the **Update** button to save changes; otherwise, click **Cancel** to discard changes.
4. Once you click **Update**, you will be prompted that **Your information has been updated successfully**; click **OK** to confirm.
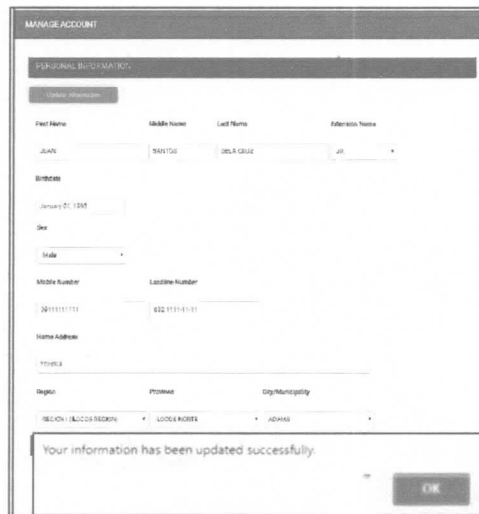
VI. Changing Your Password

This facility allows you to change or reset your password while still logged in.

1. Click **Change Password** from the Main Menu.
2. Enter your **Current Password**.
3. Type your new password twice: first in the **New Password** textbox, and again in the **Retype New Password** textbox.
4. Click **Save** to update your password.
5. You will be prompted that **Your password has been updated**; click **OK** to confirm.

VII. Resetting Your Password

This facility allows you to reset your password in case you are unable to log in using your current password.

1. Click **Forgot Password** in the login page to access the **Forgot Password** page.
2. Enter your **DepEd Email Address.**
3. Select the year, month, and day of your **Date of Birth** in the dropdown list.
4. Click the **Reset** button to be redirected to the login page.
5. You will receive a temporary password through your email.

VIII. Getting Help

Click **Help** to open the directory of division offices within *your region*, together with their contact details.

To go back to the homepage, click the **Back** link below the list.

IX. Logging Out

Click **Log Out** in the Main Menu to log out of the PTOAS.

You will be redirected to the login page.

For inquiries / clarification please contact your Division Office.

Division	Address	Superintendent	Asst. Superintendent/s	Contact Number
Agusan del Norte	Butuan City	Romeo O. Aprovechar (OIC)	Felisa G. Laranjo (OIC-ASDS)	(085) 341-8207 342-6822 342-9587
Agusan del Sur	Prosperidad, Agusan del Sur	Minerva T. Albis (OIC)	Gemma A. De Paz Nelia S. Lomocso	(085) 343-7115 232-3820 242-3827 242-3786 242-3786 (fax)
Dinagat Islands	Dinagat Islands	Karen L. Galanida (OIC)	---	(086) 365-1667
Surigao del Norte	Rizal St., Surigao City	Fidela M. Rosas	Jeannie L. Mativo (OIC-ASDS)	(086) 231-7517 826-8216 826-8216 (telefax)
Surigao del Sur	Tandag, Surigao del Sur	Marilou B. Dedumo	---	(086) 211-3225 211-3970
Bayugan City	Bayugan City	Imelda N. Sabornido (OIC)	---	---
Bislig City	Bislig City	Josita B. Carmen	---	(086) 628-2068 853-4454 853-2004 (fax)
Butuan City	Butuan City	Arsenio T. Comites, Jr.	---	(085) 341-6830 342-9777
Cabadbaran City	Cabadbaran City	Lorenzo O. Macasocol (OIC)	---	
			Florence E. Almaden (OIC-ASDS)	(086) 365-1635
			Elizabeth S. Larase (OIC-ASDS)	(086) 826-3075 826-1268 242-5249 (fax)
Tandag City	Tandag City	Gregoria F. Se (OIC)	---	---

Back

Back

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
DepED Complex, Meralco Avenue, Pasig City

2018 Principals Test Seat Plan

SEAT NO. 6	SEAT NO. 12	SEAT NO. 18	SEAT NO. 24
SEAT NO. 5	SEAT NO. 11	SEAT NO. 17	SEAT NO. 23
SEAT NO. 4	SEAT NO. 10	SEAT NO. 16	SEAT NO. 22
SEAT NO. 3	SEAT NO. 9	SEAT NO. 15	SEAT NO. 21
SEAT NO. 2	SEAT NO. 8	SEAT NO. 14	SEAT NO. 20
SEAT NO. 1	SEAT NO. 7	SEAT NO. 13	SEAT NO. 19

ROOM EXAMINER'S TABLE

BAGS	BLACK BOARD	BAGS