Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBUPROVINCE
Sudlon, Lahug, CebuCity

DepED
DEPARTMENT OF EDUCATION

November 2, 2017

DIVISION MEMORANDUM
No.. ___7ろ5___ , s. 2017

2017 PRINCIPALS' TEST

To: **Assistant Superintendents**
Education Program Supervisors/Coordinators
District Supervisors/OICs
**Elementary and Secondary School Heads**

1.   Attached here with is Regional Memorandum No. 0796 s. 2017 dated October 30, 2017, informing the field of the upcoming administration of the **2017 Principals' Test.**

2.   For information and guidance, enclosed are the details of the following:
a. Qualifications of the Principal Applicants
b. Composition and Responsibilities of the National, Central and Schools Division
    Technical Working Group
c. Documentary Requirements
d. Processing of Application
e. Operations
f. Other Information
g. User Guide: Account Registration

3.   Immediate dissemination of this Memorandum is enjoined.

RHEA MAR A ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

Telephone Numbers:
Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847
Promotional Staff Section: (032)520-3217

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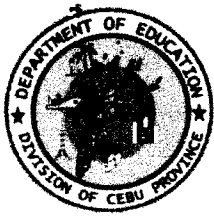
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Department of Education
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DIVISION OF CEBUPROVINCE
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De♭ED
DEPARTMENT OF EDUCATION

November 2, 2017

Composition of Schools Division Technical Working Group (SDTWG)

A. Schools Division Principals' Test Coordinator   **- Dr. Novie O. Mangubat**

B. Schools Division Office Administrative Officer   **- Mr. Jeremy Denampo**

C. Schools Division Office Personnel Officer/Representative- **Mae Ann M. Oquina**

D. Schools Division Office Cashier   **- Ms. Maria Teresa Peralta**

E. Schools Division Information Technology Officer   **- Mr. Emmanuel Mendoza**

RHEA MARA ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

2017 PRINCIPALS' TEST

To: Schools Division Superintendents
        Heads, Public Elementary and Secondary Schools

1.   Pursuant to DepEd Memorandum No. 174, s. 2017, DepEd-BHROD, in collaboration with DepEd RO VII-Quality Assurance Division, shall administer the 2017 Principals' Test on December 17, 2017.

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

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

3.   Principals' Test applicants must have the following qualifications:

POSITION/ DESIGNATION	YEARS OF EXPERIENCE	DOCUMENTARY REQUIREMENTS
Head Teacher	1 year	• Performance rating of Very Satisfactory (VS) for the last 2 rating periods
Master Teacher	2 years	
Teacher III/ SPED Teacher	5 years	• Signed Service Record
Teacher-in-Charge	2 years	• Performance rating of Very Satisfactory (VS) for the last 2 rating periods • Signed Service Record • Designation Order as Teacher-In-Charge signed by the Superintendent
Public School Teacher	• 5 years as incumbent public school teacher • 5 years of managerial and supervisory experience in a DepEd-recognized private institution or CHED-recognized higher education institution	• Performance rating of Very Satisfactory (VS) for the last 2 rating periods • Signed Service Record • Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution.

4. The test shall cover the competencies anchored on the domains of the National Competency-based Standards for School Heads (NCBSSH) stipulated on DO No. 32, s. 2010 entitled National Adoption and Implementation of the NCBSSH. It shall serve as a mechanism for determining the readiness of aspiring School Head to take on the role as a School Leader, Instructional Leader, and School Manager. As such, the domains are clustered into three, namely:

4.1 School Leader
    4.1.1 School Leadership
    4.1.2 Personal and Professional Attributes and Interpersonal Effectiveness
4.2 Instructional Leader
    4.2.1 Instructional Leadership
    4.2.2 Creating Student-Centered Learning Climate
4.3 School Manager
    4.3.1 School Management and Operations
    4.3.2 Human Resource Management and Professional Development
    4.3.3 Parent Involvement and Community Partnership

5. **In order to pass the test, takers must obtain a rating of at least 70% in each of the three clustered domains.** Official Results shall be released through a DepEd Memorandum followed by the distribution of printed Certificates of Rating to all test takers through the RO-QAD.

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

October 23-27, 2017	Regional Orientation for the Division Coordinators and ITOs on the Online Application
October 30-November 10, 2017	**Online Application**
October 30-November 17, 2017	Evaluation and Validation of Documents
November 13-17, 2017	Determination of Testing Venues
November 20, 2017	Release of Final List of Examinees and Testing Venues through Regional Memorandum

7. To ensure orderly application and to guide applicants and offices involved in the preparation and administration of the test, BHROD provides the detailed guidelines on the conduct of the 2017 Principals' Test enclosed in DepEd Memorandum No. 174, 2017, which is attached in this Regional Memorandum as Enclosure 2. Enclosure 1 is the **Process Map** on how a qualified applicant applies online.

8. Principals' Test applicants who have queries and need technical assistance, you may post your questions at the FB Group **ROSEVEN PTOAS CONQUERORS.**

9. Applicants who failed to pass the 2015 and 2016 Principals' Test and will be unable to pass the 2017 examination shall be required to undergo a specialized preparatory course before applying for the test. Guidelines on the implementation of the said intervention will be issued soon.

10.   For further inquiries, contact:

Quality Assurance Division
DepED Region VII
Sudlon, Lahug, Cebu City
Telephone No.: (032) 231-1071
Email Address: rosevenqad@gmail.com

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

11.   Immediate and wide dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ, CESO VI
OIC- Assistant Regional Director

JAJ/STJ/LCJ/QAD/MerdenBryant

APPLICANT | DIVISION OFFICE | REGIONAL OFFICE

Step 1.1 Create Account at *principalstestapplication@deped.gov.ph*
Step 1.2 Fillup Online Application Form

If found not in order, open PTOAS account and review. If applicable, re-apply (go to Step 1.2).

Bring and show the complete and original hardcopy of the required documents to the HRMO/Staff. Submit a folder of the machine copies of the documents. Claim COE and paste the passport size picture (with nametag and signature).

Let the Administrative Officer V sign the COE.

Pay Php500.00 to Division Cashier and let him/her stamp and sign the COE.

Keep acknowledgement receipt then submit COE for SDS's signature.

Claim then submit SDS-signed COE to the SDO Evaluator (HRMO/Staff)

DIVISION OFFICE

The SDO Evaluator (HRMO/Staff) Reviews/Evaluates Supporting Documents.

The SDO Evaluator (HRMO/Staff) evaluates the application.
(Upon action, an email is sent to the applicant's email account and can be viewed using their PTOAS account)

The SDO Evaluator (HRMO/Staff) will download, print, and compile the COE.

The SDO Evaluator countersigns the COE; accepts the folder of machine copies of documents and compile them.

Administrative Officer V inspects the original documents and signs the COE.

Division Cashier stamps "PAID" and signs the COE then issue acknowledgement receipt

SDS checks that both the Administrative Officer V and the Division Cashier signed the COE. If these required signatures are seen, the SDS signs the COE.

In the PTOAS, the SDO Evaluator (HRMO/Staff) clicks on Approve/Qualified
(HRMO will cut the COE, retain the lower portion for submission to RO OAD. Give the other half to and remind the Applicant to keep it for verification during the actual Principal's Test.)
(Applicant will be notified via email and PTOAS account once the he/she is registered in the qualified list of applicants)

REGIONAL OFFICE

Once endorsed by SDO Evaluator, RO Validator will validate the application.

If application meets the standard, RO Validator endorses application for payment
(Upon action, an email is sent to the applicant's email account and can be viewed using their PTOAS account)

If it does not meet the standard - go back to Step 1.2

Note: Division Cashier will provide the consolidated list of applicants with the received amount and submit to Regional Cashier.

RO Validator will print the official list of Qualified Applicants for Principals Test.

DepEd MEMORANDUM
No. **174** , s. 2017

26 OCT 2017

2017 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. 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 **2017 Principals' Test** on **December 17, 2017**.

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

   a. DO 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).

3. 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.

4. 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. It shall serve as a mechanism for determining the readiness of the aspiring School Head to take on the role as a School Leader, Instructional Leader, and School Manager. As such, the domains are clustered into three, namely:

   a. School Leader
      i. School Leadership
      ii. Personal and Professional Attributes and Interpersonal Effectiveness
   b. Instructional Leader
      i. Instructional Leadership
      ii. Creating Student-Centered Learning Climate

c. School Manager
   i. School Management and Operations
   ii. Human Resource Management and Professional Development
   iii. Parent Involvement and Community Partnership

5.   **In order to pass the test, takers must obtain a rating of at least 70% in each of the three clustered domains.** Official Results shall be released through a DepEd Memorandum followed by the distribution of printed Certificates of Rating to all test takers through the RO-QAD.

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

October 23-27, 2017	Regional Orientation for the Division Coordinators and ITOs on the Online Application
October 30-November 10, 2017	Online Application
October 30-November 17, 2017	Evaluation and Validation of Documents
November 13-17, 2017	Determination of Testing Venues
November 20, 2017	Release of the Final List of Examinees and Testing Venues Through a Regional Memorandum

7.   To ensure orderly application and to guide applicants and offices involved in the preparation and administration of the test, BHROD provides the detailed guidelines on the conduct of the 2017 Principals' Test enclosed in this Memorandum.

8.   Applicants who failed to pass the 2015 and 2016 Principals' Tests and will be unable to pass the 2017 examination shall be required to undergo a specialized preparatory course before applying for the test. Guidelines on the implementation of the said intervention will be issued soon.

9.   For further inquiries, contact:

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

10.   Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS-BRIONES
Secretary

Encl.: As stated
References: DepEd Order Nos.: (42 s. 2007; 97 s. 2011; 32, s. 2010; 19 and 41, s. 2016]
          DepEd Memorandum Nos.: 80, s. 2016 and 145, s. 2017
To be indicated in the Perpetual Index under the following subjects:

| EXAMINATION | QUALIFICATIONS | TEACHERS |
| OFFICIALS | SCHOOL HEADS | TEST |

GUIDELINES ON THE CONDUCT OF THE 2017 PRINCIPALS' TEST

I. TECHNICAL WORKING GROUP COMPOSITION AND RESPONSIBILITIES

A. National Technical Working Group (NTWG)

The Director of the Bureau of Human Resource and Organizational Development (BHROD) shall head the Principals' Test National Technical Working Group as the Project Director in partnership with the National Educators Academy of the Philippines (NEAP). The Human Resource and Development Division (HRDD) of the BHROD is the focal office assigned to manage and facilitate the Principals' Test activities.

Roles and Responsibilities

    a. *Project Director*
- Ensures that the systems and processes for the test administration are in place; and
- Oversees all the activities related to the administration of the Principals' Test.

    b. *Focal Office*
- Ensures that all the test administration activities are done according to the standards and schedule;
- Leads the preparation of the test;
- Facilitates the printing, reproduction, and shipping of the test materials and issuance of results; and
- Organizes and manages the orientation for the Central, Regional, and Schools Division Offices personnel who are involved in the Principals' Test and the post-evaluation activity.

B. Regional Technical Working Group (RTWG)

Each region shall constitute a Regional Technical Working Group (RTWG). The Regional Director shall assign the Chief of the Regional Quality Assurance Division (RO-QAD) as the Regional Project Director who will serve as the head of the Principals' Test RTWG. The RTWG shall be composed of the Regional Testing Coordinator/s and representatives from the Human Resource Development Division, Personnel Section, Cash Section, and Information Technology Unit of the Regional Office.

Roles and Responsibilities

    a. *Regional Project Director*
- Ensures that the integrity of the test is protected;
- Provides overall direction and supervision before, during, and after the administration of the test in the region, in accordance with Central Office policies and guidelines, such as, but not limited to, coordination with the NTWG, validation of applications, preparation and actual administration of the test, preparation of budget proposal, as well as selection of testing venues, supervising/room examiners, and proctors.

b. *Regional Testing Coordinator (per testing venue)*
- Ensures that the integrity of the test is protected;
- Ensures the orderly and systematic conduct of the Principals' Test in his/her respective testing venue;
- Coordinates with Barangay/Police Officials for the provision of security personnel throughout the conduct of the test;
- Ensures complete attendance and conducts orientation of all personnel involved in the conduct of the test;
- Recommends to the Regional Director the testing venue and ensures that the testing venue specifications/requirements detailed in Section V.A. of this Enclosure are met by conducting ocular inspection;
- Ensures that the list of test takers per testing room is prepared and posted on the wall/door of the testing room one day before the test;
- Ensures that the signages and locator charts are posted in proper areas for the guidance of the test takers;
- Assists the assigned Central Office Representatives in claiming the test booklets, distribution and retrieval of test materials in the Regional Testing Venue, delivery/shipping of the test materials to DepEd Central Office, and other activities; and
- Submits test administration reports to the Central Office Representatives.

c. *Human Resource Division Representative/s*
- Assists the Regional Testing Coordinator in the various related activities, such as, but not limited to, preparation of the masterlist of test takers for help desk file, posting at the testing rooms, seat plan, etc.; and
- Assists in the conduct of orientation for the room examiners and other personnel involved in the administration of the test.

d. *Personnel Section Representative/s*
- Validates documents initially evaluated by the Schools Division Offices through the Online Application System; and
- Checks completeness and compiles the submitted lower portion of the certification (Regional Office copy) by SDOs.

e. *Regional Information Technology Officer*
- Creates an administrative account for the RO Validator; and
- Provides technical assistance in the operation of the Online Application System.

f. *Regional Office Cashier*
- Issues Individual Official Reciepts of Qualified Applicants based on the masterlist of examinees who paid the examination fee submitted by the SDO Cashier; and
- Prepares masterlist of the Individual Official Receipts indicating the Official Receipt No.

C. Schools Division Technical Working Group (SDTWG)

Each schools division shall constitute a Schools Division Technical Working Group (SDTWG). The Schools Division Superintendent shall assign the Chief of the School Governance and Operations Division (SGOD) to head the

Principals' Test SDTWG as the Schools Division Principals' Test Coordinator. The SDTWG shall be composed of the Schools Division Administrative Officer and representatives from the Personnel Unit, Cash Unit, and Information Technology Services of the Schools Division Office.

<u>Roles and Responsibilities</u>

a. *Schools Division Principals' Test Coordinator*
- Provides overall direction and supervision to ensure orderly and systematic application and evaluation/validation process in their Schools Division Offices in accordance with Central Office policies and guidelines.

b. *Schools Division Office Administrative Officer*
- Ensures that the Schools Division Personnel Officer/Representative evaluated thoroughly the documents submitted by the qualified examinees;
- Validates the evaluated application by signing the Certification of the qualified examinee in the box provided for the Evaluator/Validator; and
- Secures the signature of the Schools Division Superintendent (SDS) as the approving authority of the Certification.

c. *Schools Division Office Personnel Officer/Representative*
- Evaluates the documents submitted through the Principals' Test Online Application System;
- Initials under the name of the Schools Division Administrative Officer in the box provided for the Evaluator/Validator; and
- Submits the lower portion of the Certification (Regional Office copy) to the RO-QAD.

d. *Schools Division Office Cashier*
- Collects payment from the applicants;
- Indicates payment status in the box provided in the Certification;
- Prepares masterlist of examinees who paid the examination fee; and
- Remits the collected examination fees to the RO Cashier.

e. *Schools Division Information Technology Officer*
- Creates administrative account for the SDO Evaluator; and
- Provides technical assistance in the operation of the Online Application System.

D. Principals' Test Orientation and Administration Personnel

The Regional Testing Coordinator shall manage the operations during the Orientation for Principals' Test Administration Personnel and the actual conduct of the Test. The Central Office Representative/s assigned to the Regional Testing Venue shall monitor the operations and lead the distribution and retrieval of test materials. The Principals' Test Administration Personnel shall include the Supervising and Room Examiners, Roving Proctors, Medical Staff, Janitors, Security Guards, and Help Desk Personnel.

Roles and Responsibilities

a. *Central Office Representative/s*
 - Prepares materials for the orientation and actual administration of the test;
 - Picks up the test booklets and answer sheets from the assigned pick up points;
 - Monitors 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 Central Office policies and guidelines;
 - Ensures synchronization of time to ensure that every test taker will start and end at the same time;
 - Leads in the distribution and retrieval of test materials in the Regional Testing Venue and delivery/shipping of the test materials to DepEd Central Office;
 - Provides technical assistance to the Regional Testing Coordinators; and
 - Prepares and submits required test administration monitoring reports to the Project Director.

b. *Supervising Examiner (1 for every 5 testing rooms)*
 - Protects the integrity of the test;
 - Ensures the orderly and systematic conduct of the test in his/her assigned testing area;
 - Reports to the Regional Testing Coordinator any issues and concerns as well as actions taken regarding the conduct of the test;
 - Prepares and submits required test administration monitoring report to the Regional Testing Coordinator;
 - Assists in posting the list of test takers on the wall/door of each of the testing rooms one day before the test; and
 - Assists the examinees in looking for their assigned testing room.

c. *Roving Proctor (3 for every Regional Testing Venue)*
 - Protects the integrity of the test;
 - Closely monitors his/her assigned testing rooms and immediately reports any irregularities and/or administrative concerns to the Regional Testing Coordinator;
 - Assists the supervising examiners in ensuring a well-organized and systematic conduct of the test;
 - Provides assistance to the Room Examiners whenever necessary;
 - Assists in posting signages and locator charts in proper areas for the guidance of the test takers; and
 - Ensures that the companion/s of the test takers remain in the waiting area, away from the vicinity of the testing rooms.

d. *Room Examiner*
 - Protects the integrity of the test;
 - Reports any observations that might affect the integrity of the test as well as any action taken where necessary;
 - Manages the conduct of the test in his/her assigned room;
 - Strictly follows the procedure in the conduct of the test;

- Attends the orientation;
- Collects and returns test booklets and answer sheets according to the guidelines and ensure their completeness; and
- Submits accomplished accountability and monitoring and evaluation reports to the Regional Testing Coordinator.

e. *Medical Staff*
- Provides medical assistance when necessary; and
- Ensures that Over-the-Counter (OTC) drugs are available for emergency cases.

f. *Janitors*
- Keeps the vicinity clean and conducive to the activity;
- Ensures that the testing rooms are clean and well-lit with proper ventilation;
- Arranges the chairs of each testing room in accordance to the layout of the seat plan; and
- Keeps the restroom clean and ensures availability of tissue and soap.

g. *Security Guard*
- Takes charge of the safety and security of the testing venue;
- Roves around to ensure peace and orderliness of the surroundings; and
- Assists the companion/s of the test takers to the waiting area.

h. *Financial Staff (1 cash, 1 accounting)*
- Protects the integrity of the test;
- Ensures that payments for concerned personnel are given right after the retrieval of test materials and accomplished forms and in accordance with accounting and auditing rules; and
- Keeps all financial documents related to the operations of the test.

i. *Help Desk Personnel*
- Protects the integrity of the test; and
- Takes charge of the Help Desk (located strategically near the entrance of the testing venue) to respond to concerns regarding Official Receipts, masterlist of all test takers and room numbers, medical and legal concerns, etc.

II. DOCUMENTARY REQUIREMENTS

The applicant is required to prepare the soft copy of the following documents before the start of the registration:

1. Performance rating of Very Satisfactory (VS) for the last 2 rating periods certified by the SDO; and
2. Signed Service Record.

If Applicable,
3. Designation as Teacher-In-Charge signed by the Superintendent; and

4. Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution.

These documents will be submitted online in order to complete the application process. All documents should be scanned and saved in PDF format with file size not exceeding three (3) MB per file.

III. APPLICATION PROCESS

Step 1 Online Registration

1. To access the Principals' Test Online Application System (PTOAS), applicants shall go to:
   http://www.principalstestapplication.deped.gov.ph.
2. Applicants can create an account by following the steps specified in the "Users Guide: Account Registration" (Annex 1). A **VALID** and **ACTIVE** e-mail address must be used in the online registration.
3. After a successful registration, an **Examinee Number** will be generated and notifications will be sent to the applicant's registered e-mail address. The Examinee Number shall serve as his/her reference number throughout the conduct of the Principals' Test and shall be the basis in the issuance of results.
4. Applicants will receive notifications on the status of their application through their registered e-mail account or by logging on to their respective PTOAS Account. To avoid duplication and non-validity of application, an applicant must register only **once**.

Step 2 Online Application

1. Applicants shall log in using the registered e-mail address and password.
2. Applicants shall fill out the online application form by providing all the necessary information. You may refer to "Users Guide: Application Form" (Annex 2) for the detailed steps in filling out the online application form.
3. Attach soft copies of required documents. Applicants who are found to have falsified their qualifications and/or documents shall be subjected to investigation and may be charged with grave dishonesty as mandated by Civil Service Commission (CSC) rules and regulations.

Step 3 Evaluation of Documents

1. Through the PTOAS, documents submitted will be evaluated and validated by the Schools Division Office. Once evaluated, qualified applications will be revalidated by the Regional Office.
2. Once the application is approved for payment, the applicant will receive a notification to proceed to the Schools Division Office to submit the following:

a. A hard copy of all the submitted scanned documents;
b. Two (2) passport-size (4.5cm x 3.5cm) ID pictures taken within the last six (6) months with signature over printed complete name; and
c. Examination fee of Five Hundred Pesos (Php 500.00).

Step 4 Issuance of Certification and Payment

1. Qualified applicants shall proceed to the Schools Division Office Personnel Unit and submit the pictures and copies of the scanned documents to the personnel in charge of the release of the signed Certification for verification.
2. Once the documents have been verified and the submitted pictures are attached to the certification (picture on the upper and lower part of the certification should be the same), the personnel in charge shall issue the system-generated Certification (duly signed by the Schools Division Administrative Officer and the Schools Division Superintendent) to the qualified applicant.
3. Qualified applicants shall proceed to the Schools Division Office Cashier to pay the examination fee. As proof of payment, the cashier will indicate the payment status in the box provided in the Certification.
4. The qualified applicants shall return to the Schools Division Office Personnel Unit for confirmation of payment. The personnel in charge will get the lower portion of the Certificate (Regional Office copy), with attached picture and duly signed by the test taker as to the completeness and authenticity of their submitted documents.
5. Once payment has been confirmed, the applicant will be tagged as paid in the PTOAS and will be notified of the receipt of their payment.
   The Certification 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, or Driver's License). The assigned Room Examiner will distribute the Individual Official Receipts to the test takers.
6. The Regional Office shall release a masterlist of qualified test takers through a memorandum. If the test takers' name is not included, applicants may contact their respective Schools Division or Regional Offices.

IV. PROCESSING OF APPLICATIONS

A. Schools Division Office Review (SDO Review)
1. The Schools Division Office Personnel Officer/Representative will receive, evaluate, and validate the application through the PTOAS.
2. Documents will be evaluated by checking the following:
   a. Correctness and authenticity of information (cross-checked with the records of the applicant in the SDO);
   b. Qualification of the applicant; and
   c. Applicant's pending cases, if any.

3. After a thorough review, the evaluator will forward the documents to the Regional Office for the RO Review.

B. Regional Office Review (RO Review)

4. The Personnel Section Representative will receive and revalidate the application through the PTOAS.
5. Documents will be validated by:
   a. Checking the qualification of the applicant based on the qualification requirements; and
   b. Verifying from the RO Legal Officer if the applicant has no pending case.
6. After thorough review, the validator will approve the application and will forward it to the Schools Division Office for payment.

C. Approved for Payment

7. Once the application has been approved for payment, the SDO personnel in charge will print the system-generated Certification.
8. The Schools Division Personnel Officer/Representative who evaluated the documents shall put his/her initials under the name of the Schools Division Administrative Officer in the box provided for the Evaluator/Validator in the Certification.
9. The Certification will be forwarded to the SDO Administrative Officer for signature and the Schools Division Superintendent for approval.
10. The approved Certification will be returned to the Schools Division Personnel Unit and shall be given to qualified applicants.

V. OPERATIONS

A. Identification of Regional Testing Venue (RTV):

The Regional Testing Venue to be identified by the RTWG for the 2017 Principals' Test must:

1. Be conducive to test taking and free from unnecessary noise;
2. Be provided with Barangay/Police Officials for added security;
3. Be accessible via public transportation to majority of the test takers;
4. Be near to 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, adequately lighted and ventilated;
   b. With chairs that are suitable for adults; and
   c. Can accommodate 24 chairs following the arrangement of the attached seat plan (Annex 3).

B. *Identification of Examiners and Proctors*
The Supervising Examiners, Roving Proctors, and Room Examiners should meet the following qualifications:

1. An incumbent Principal, Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief;
2. Not retiring in the next two (2) years;
3. Not 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 Principals' Test;
5. Has proven competence and integrity; and
6. Recommended by their immediate superior.

C. *Seating Arrangement*
1. There must be 24 chairs in every testing room.
2. Applicants in the same testing room must come from different divisions and shall be arranged alphabetically.
3. Applicants with the same surname must be in different testing rooms.
4. Submitted passport size ID pictures shall be pasted in the seat plan template (shall be sent via e-mail to the RO-QAD Chief and RTC).

D. *Utilization of the Examination Fee*
For the guidance of the RO cashiers, the examination fee of Five Hundred Pesos (P 500.00) shall be utilized as follows:

1. Ten Pesos (P10) 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. Four Hundred Ninety Pesos (P 490.00) shall cover various expenses relative to the preparations and administration of the 2017 Principals' Test such as:
   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 to the Testing Venue and back to DepEd Central Office
      - Accommodation arrangements of Organizers and Central Office Representatives

   c. Delivery/Shipment of Test Booklets going to DepEd Central Office

   d. Honoraria of all personnel involved in the orientation and conduct of the 2017 Principals' Test

E. *Payment of Honorarium*

In order to ensure the peaceful and orderly conduct of the 2017 Principals' Test, participation of Central, Regional, and Schools Division Office personnel is necessary. The orientation and administration of the test will be done on non-working days and these personnel will render services beyond their regular duties and responsibilities. In this regard, granting of honoraria to these personnel is authorized.

The computation of the honorarium for the 2017 Principals' Test will be based on the DBM Circular No. 2007-2 dated October 1, 2007 re: Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects.

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

Personnel who are involved during the preparation, online application and evaluation of documents shall be entitled to overtime allowance as per accounting rules and regulations.

To ensure the systematic preparation of the detailed budget proposal and financial report to be submitted by the RTWG, a sample template of the budget review and preparation is attached as Annex 3.

VI. Other Information Pertinent to the 2017 Principals' Test

1. For orderly and efficient test administration, examinees are reminded of the following:
   a. Be in their assigned Testing Venue by 7:30 am on the day of the test.
   b. Bring their **Certification** with valid IDs, two (2) good quality pencils, a sharpener, and a rubber eraser.
   c. The test administration will last for three hours.
   d. **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 filing of an administrative case.**

2. **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 directly or indirectly request for test content and/or perform an act of bribery (monetary or gifts) to Central Office (CO), RO, and SDO employees shall be subjected to investigation and/or filing of an appropriate administrative case. You may report such cases encountered to bhrod.hrdd@deped.gov.ph.

3. Schools Division Offices, through the Human Resource Development Unit, are encouraged to support the examinees through:

a. Formation of support groups similar to Learning Action Cells mentored by high performing School Heads;
b. Familiarizing applicants with the school processes, operations, reports, challenges, and actual scenarios faced by the School Heads; and
c. Organizing immersion opportunities on school processes and operations in different school typologies

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.

User Guide: Account Registration (Annex 1)

Applicant

This brief guide is provided to help the applicants understand the steps in the online application process.

Applicant - Account Creation

Applicants must have their own personal account. This account enables to submit the application and view its status.

To **Create Account:**

1. Access **principalstestapplication.deped.gov.ph** in your web browser.

2. In the log in page (*see Figure 1.1*), click **"Create Account"**. You will be directed to **Account Registration** Form. (*see Figure 1.2*)

   Note: Applicants must enter or select their personal details. (All fields with red asterisk (*) are required.)

3. Fill up **Personal Information**

   - Enter *First Name, Middle Name (If Applicable)* and *Last Name.*

   - Enter *Name Extension (If Applicable).*

   - Select year, month and day in the dropdown list for *Date of Birth*

   - Select *Sex* in the dropdown list.

   - Enter *Mobile Number (i.e. 09XXXXXXXXX).*

   - Enter *Landline Number (If available, include area code)*

   - Enter *Home Address (House No./Block/Lot No./Street/Subdivision/Village/Barangay).*

   - Select *Region* from the dropdown list *(Home Address).*

   - Select *Province* from the dropdown list *(Home Address).*

   - Select *City/Municipality* from the dropdown list *(Home Address).*

   Log In Information

4. Enter your *E-mail Address.*

   Note: E-mail address must be active .E-mail Addresses are not case sensitive.

5. Enter desired *Password. (Passwords must be at least 8 characters long.)*

6. Retype desired *Password* to confirm.

7. Click "Register" button to submit registration information.

8. A pop up message will appear together with your **Examinee Number.** Click **"OK"** to continue.

9. An email will be sent to your email address confirming the account creation. (*see Figure 1.3*)

User Guide: Account Registration (Annex 1)

Figure 1.1 - Applicant - Log In Page

DepED

PRINCIPALS'
TEST
ONLINE APPLICATION SYSTEM

LOG IN

Email Address

Enter Email Address

Password

Enter Password

Create Account
Forgot Password?

LOG IN

User Guide: Account Registration (Annex 1)

Figure 1.2 - Applicant – Account Registration

Account Registration

Personal Information:

* First Name

[first name]

Middle Name

[middle name]

* Last Name

[last name]

Name Extension

[name extension]

* Date of Birth

--- Year ---   •   --- Month ---   •

--- Day ---   •

* Sex

Select Sex   •

* Mobile Number

[mobile number]

Landline Number (Include Area-Code)

[landline number]

* Home Address

[home address]

* Region

Select Region   •

* Province

Select Province   •

* City/Municipality

Select City/Municipality   •

Log In Information:
(Please take note of your log in information)

* Email Address

[email address]

* Password (Minimum of 8 characters)

[password]

* Confirm Password

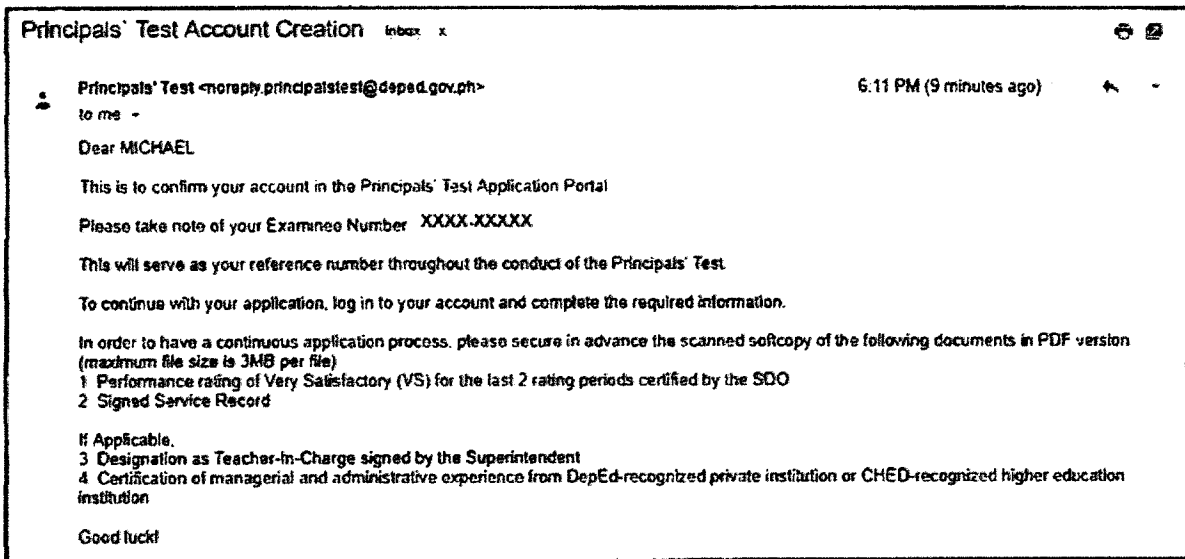*[confirm password]*

Register   Cancel

You have succesfully registered.
Your Examinee Number is: XXXX-XXXXX

OK

User Guide: Account Registration (Annex 1)

Figure 1.3 - Applicant – Account Registration Email Confirmation

Principals' Test Account Creation   Inbox   x

Principals' Test <noreply.principalstest@deped.gov.ph>   6:11 PM (9 minutes ago)
to me

Dear MICHAEL

This is to confirm your account in the Principals' Test Application Portal

Please take note of your Examinee Number   XXXX-XXXXX

This will serve as your reference number throughout the conduct of the Principals' Test

To continue with your application, log in to your account and complete the required information.

In order to have a continuous application process, please secure in advance the scanned softcopy of the following documents in PDF version
(maximum file size is 3MB per file)
1 Performance rating of Very Satisfactory (VS) for the last 2 rating periods certified by the SDO
2 Signed Service Record

If Applicable,
3 Designation as Teacher-In-Charge signed by the Superintendent
4 Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution

Good luck!

User Guide: Account Registration (Annex 1)

Applicant - Logging In

To log in:

1. In the log in page (see Figure 1.1), enter **Email Address** (The email address you entered during the account creation.)

2. Enter your **Password**.

3. Click "**Log In**" button. You will be directed to the Application Form (see Figure 1.4).

Figure 1.1 - Applicant - Log In Page

Figure 1.5 - Applicant – Main Menu

User Guide: Account Registration (Annex 1)

Applicant - Application Status

After submitting the application form, a summary page will appear showing the application status.
Note: In every change in application status an update will be sent to your email.

> **For SDO Review** *(see Figure 1.5 and 1.10)*
  - Applicants will receive confirmation email that his/her application was submitted to Schools Division Office.
  - Division Office (DO) personnel will evaluate the application and attached documents. Then forward to Regional Office personnel for Review.

> **For RO Review** *(see Figure 1.6 and 1.10)*
  - Applicants will receive confirmation email that his/her application was forwarded to Regional Office.
  - Regional Office personnel will review application then approve application for payment.

> **For Payment** *(see Figure 1.7 and 1.10)*
  - Applicants will receive confirmation email that his/her application has been approved for payment and SDO will issue the Certificate of Eligibility (COE. Applicant may now proceed to DO cashier for payment.

> **Approved / Qualified** *(see Figure 1.8 and 1.10)*
  - Applicants will receive confirmation email that his/her application has been Approved / Qualified.

> **Disapproved** *(see Figure 1.9 and 1.11)*
  - Applicants will receive email that his/her application has been Disapproved.
    Note: When disapproved, applicant may re-apply.

Figure 1.5 - Application Status – Confirming of receipt via email

---

Principals' Test Application Status (Inbox×)   ☐ ⊖ ⏍

  👤 Principals' Test <noreply.principalstest@deped.gov.ph>   6 32 PM (33 minutes ago)   ↰   ⋅
      to me ⋅

  Dear MICHAEL,

  This is to inform you that we have received your application. Your papers shall be subject to evaluation and verification at your respective Schools Division Office.

  Thank you!
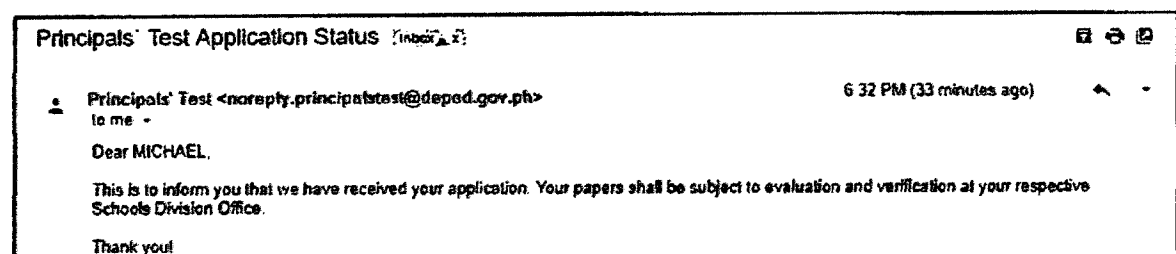
User Guide: Account Registration (Annex 1)

Figure 1.7 - Application Status – Informing that application has been approved.

Principals' Test Application Status   Inbox   x

Principals' Test <noreply.principalstest@deped.gov.ph   6 32 PM (34 minutes ago)

Dear MICHAEL This is to inform you that we have received your application Y

Principals' Test <noreply.principalstest@deped.gov.ph   6 54 PM (11 minutes ago)

to me -

Dear MICHAEL

This is to inform you that your Schools Division Office has verified your papers and has forwarded it to the Regional Office for final evaluation

Thank you!

Figure 1.6- Application Status – Informing that documents have been verified by SDO and forwarded to RO via email

---

Principals' Test Application Status   Inbox   x

Principals' Test   6 32 PM (50 minutes ago)

Dear MICHAEL. This is to inform you that we have received your application Y

Principals' Test   6 54 PM (28 minutes ago)

Dear MICHAEL. This is to inform you that your Schools Division Office has ver

Principals' Test <noreply.principalstest@deped.gov.ph   7 17 PM (6 minutes ago)

to me -

Dear MICHAEL.

Your application is approved You may now proceed to your Schools Division Office to get your Certificate of Eligibility

Please bring the following

1 Hard copy of the submitted scanned documents for verification

2 Latest (at least 6 months) passport size picture with name-tag and signature

3 Payment for the Registration fee

Thank you!

Figure 1.8 - Application Status - For Payment

Principals' Test Application Status   Inbox   x

Principals' Test   6 32 PM (1 hour ago)

Dear MICHAEL. This is to inform you that we have received your application Y

Principals' Test   6 54 PM (1 hour ago)

Dear MICHAEL. This is to inform you that your Schools Division Office has ver

Principals' Test   7 17 PM (39 minutes ago)

Dear MICHAEL. Your application is approved You may now proceed to your Schoo

Principals Test <noreply.principalstest@deped.gov.ph   7 49 PM (6 minutes ago)

to me -

Dear MICHAEL.

This is to inform you that we have received your payment for the Registration fee

As proof of your payment please make sure that the cashier has indicated/stamped your payment details on the Certification issued by SDO validator/evaluator Please be reminded to return the Regional office copy of the certification for the issuance of your office receipt The official receipt will be given on the day of the exam, by your assigned room examiner

Please check your examinee account or email for updates on the 2017 Principals' Test

For inquiries/clarifications you may call your respective Schools Division Office or Regional Office.

Thank you!

User Guide: Account Registration (Annex 1)

Figure 1.10 - Application Status

APPLICATION STATUS

Date	Status
2017-09-30 19:49:26	Approved / Qualified
2017-09-30 19:17:10	For Payment
2017-09-30 18:54:51	Forward to RO for review
2017-09-30 18:32:58	For SDO Review

Figure 1.9 - Application Status - Disapproved via email

Principals' Test Application Status   Inbox x

Principals' Test   8:05 PM (9 minutes ago)
Dear ALLIAH, This is to inform you that we have received your application Yo

Principals' Test <noreply.principalstest@deped.gov.ph>   8:08 PM (6 minutes ago)
to me

Dear ALLIAH,

This is to inform you that you did not qualify for the 2017 Principals' Test. You may call your respective Schools Division Office - Personnel Unit about your application

Thank you

Figure 1.11 - Application Status – Disapproved

APPLICATION STATUS

Date	Status
2017-09-30 20:15:25	Disapproved due to Lack of Documents
2017-09-30 20:14:36	Forward to RO for review
2017-09-30 20:14:10	For SDO Review
2017-09-30 20:08:38	Disapproved due to Please include designation as TIC.
2017-09-30 20:05:49	For SDO Review

User Guide: Account Registration (Annex 1)

Figure 1.12 - Applicant - Manage Account

MANAGE ACCOUNT

Personal Information:

EDIT

First Name

MICHAEL

Middle Name

Last Name

RAMIREZ

Extension Name

Birthdate

06/22/1992

Sex

Mobile Number

09137124862

Landline Number

Home Address

83 L2 RAINBOW SUBD

Region

REGION IIIOCL REGION

Province

City/Municipality

Log in Information:

Email Address

michael.ra.ramirez@gmail.com

Your information has been updated successfully.

OK

User Guide: Account Registration (Annex 1)

Applicant - Managing Account

Personal details can be updated.

1. Click **"Manage Account"** *(see Figure 1.5)* from the main menu. You will be directed to Manage Account. *(see Figure 1.12)*

2. Click **"Edit"** button to update personal information.
   - Edit *First Name, Middle Name* and *Last Name.*
   - Edit *Extension Name. (If Applicable)*
   - Select *Sex* in the dropdown list.
   - Edit your *Mobile Number* or *Landline Number.*
   - Edit *Home Address.*
   - Select *Region* from the dropdown list.
   - Select *Province* from the dropdown list.
   - Select *City/Municipality* from the dropdown list.

3. Click **"Update"** button to save changes or click **"Cancel"** to discard changes.

4. A pop up message will appear after you successfully updated your personal details. Click **"OK"** to continue.

User Guide: Account Registration (Annex 1)

Applicant - Change Password

This allows user to change their password. Take note that the new password must not be the same as the current password.

1. Click "**Change password**" from the main menu.
2. Enter *Current Password* in the space provided.
3. Enter the desired *New Password*.
4. Retype *Password* to confirm.
5. Click "**Save**" Button.
6. A pop-up message will appear after you have successfully updated your password. Click "**OK**" to continue.

Figure 1.13 - Applicant - Change Password

User Guide: Account Registration (Annex 1)

Applicant - Help

1. Click "**Help**" button to open the directory of division offices.

2. Click "**Back**" button. You will be redirected to your account.

Figure 1.14 - Applicant - Help

User Guide: Account Registration (Annex 1)

Figure 1.15 - Applicant - Help 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) 341-3207 042-6822 042-9587
Agusan del Sur	Prosperidad, Agusan del Sur	Minerva T. Albis (OIC)	Gemma A. De Paz Nelia S. Lomocso	(085) 343-7115 232-3820 042-3327 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	Deanrio L. Nativo (OIC-ASDS)	(086) 231-7517 826-8216 826-8216 (telefax)
Surigao del Sur	Tandag, Surigao del Sur	Marilou B. Dedumo	---	(086) 211-0225 211-3970
Bayugan City	Bayugan City	Emelda N. Sabornido (OIC)	---	---
Bislig City	Bislig City	Josila B. Carmen	---	(086) 628-3063 853-4454 853-2004 (fax)
Butuan City	Butuan City	Arsenio T. Cornites, Jr.	---	(085) 341-6830 042-9777
Cabadbaran City	Cabadbaran City	Lorenzo O. Macaraeg (OIC)	---	---
Siargao	Dapa, Siargao	Ma. Theresa M. Real (OIC)	Florence E. Almaden (OIC-ASDS)	(086) 365-1635
Surigao City	Surigao City	Gilda G. Berte (OIC)	Elizabeth S. Larase (OIC-ASDS)	(086) 825-3075 826-1268 242-5249 (fax)
Tandag City	Tandag City	Gregoria T. Su (OIC)	---	---

Back

Back

User Guide: Account Registration (Annex 1)

Applicant - Password Recovery

1. In the log in page *(Figure 1.1)*. Click **"Forgot Password"** to reset password.
2. Enter *Email Address*.
3. Select *Year, Month* and *Day* of your Date of Birth in the drop down list.
4. Click **"Reset"** button. After clicking the reset button you will be redirected to the log in page. A temporary password will be sent to your email.

Figure 1.1 - Applicant -Log In Page

Figure 1.16 - Applicant - Reset Password page

User Guide: Account Registration (Annex 1)

Figure 1.17 - Applicant - Password Reset Information via email

Password Reset :Inbox x   🖨 🔃

Principals' Test <noreply.principalstest@deped.gov.ph>   8:27 PM (7 minutes ago)   ↰   ▾
to me ▾

Dear ALLIAH.

You have requested to change your password for the Principals' Test Online Application System. A temporary password is created for you to access the system.

Your temporary password is: jMNfm8A6N

After login, please change and secure your new password

Thank you.

Applicant - Logging Out

1. Click **"Log Out"** button to logout. You will be redirected to the log in page.

Figure 1.18 - Applicant - Log Out

RAMIREZ , MICHAEL

PRINCIPALS'
TEST !!!!!!!!!!
ONLINE APPLICATION SYSTEM

User Account

Examinee Number:
XXXX-XXXXX

Application Form

Application Status

Manage Account

Change Password

Help

Log Out

User Guide: Application Form (Annex 2)
Applicant - Application Form

After logging into the system, applicant must fill out all required information in the application form *(see Figure 1.4).*

1. **School Information**
   - Enter complete *School Name.(i.e Juan Dela Cruz National High School)*
   - Enter corresponding *School ID(i.e123456)*
   - Enter complete *School Address.*
   - Select *Region* from the dropdown list.
   - Select *Division* from the dropdown list.

2. **Additional Information**
   - Enter *Reason for taking the exam.*
   - Enter your 7 digit *DepEd Employee Number.(i.e1234567) (If Applicable)*
   - Select *Current Position* from the dropdown list. If "Others", specify in the space provided.
   - Select *Designation* from the dropdown list. If "Others", specify in the space provided.
   - Enter the *Number of times test was taken. (1-10) (Enter "0" if first taker)*
   - Enter the year(s) in the space provided.
   - Answer the question *"Do you have any pending case?"* If "Yes", specify in the space provided.

3. **Attachments**
   Applicants should attach soft copy of documents. The system only allows PDF file type.
   Note: File size per document should not exceed 3 Mega Bytes (MB).

   a. *Performance Rating for the last 2 ratings;*
   b. *Signed Service Record;*
   c. *Designation as Teacher in Charge / Officer in Charge Signed by SDS; (If Applicable) and;*
   d. *Certification of Managerial and Administrative Experience.(If Applicable)*

4. Click **"Submit Application"** button to submit application. A prompt will show that says if you are sure with your application details you can click **"OK"** if not click cancel.
5. A prompt will show that your application has been saved. Click **"OK"**.

User Guide: Application Form (Annex 2)
Figure 1.4 - Applicant - Application Form

REMINDER
Please make sure that the information provided in this application form is accurate and correct. You will no longer be able to edit after submission. Confirm submission?

OK   Cancel

Your application has been saved successfully.

OK