Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran

May 25, 2016

DIVISION MEMORANDUM
NO. 211 s. 2016

2016 PRINCIPAL'S TEST

To: Education Program Supervisors/Coordinators,
District Supervisors/Coordinating Principals
School Heads of Elementary/ Secondary Schools

1. Enclosed are copies of Regional Memorandum No. 301, s. 2016 and DepEd Memorandum No. 80, s. 2016 which are all self-explanatory.

2. To secure the unique tracking code, please see Mrs. Mildred G. Piquero. She is also tasked to accept the two pieces of identical 2x2 ID picture with nametag for those validated eligible applicants from the regional office.

3. For further inquiries, please contact Mr. Desiderio V. Deligero, Chief – School Governance and Operations at tel. no. 501-7550.

4. For your guidance and immediate dissemination.

WILFREDA D. BONGALOS, Ph.D.
Schools Division Superintendent

CPG Sports Complex, CPG Ave., Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544; (038) 411-2720 / (038) 501-7550
Telefax: (038) 501-7550 email add: depedbohol@gmail.com

Disseminate urgent!

L. Hubro

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City

May 19, 2016

MAY 24 2016

REGIONAL MEMORANDUM
No. 100301, s. 2016

2016 PRINCIPALS' TEST

To: Schools Division/City Superintendents
Officers-in-Charge of Regular and Interim Divisions

1. Pursuant to DepEd Memorandum No. 80, s. 2016, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) and the Bureau of Human Resource and Organizational Development (BHROD), and Quality Assurance Division of DepED-Region VII shall administer the **2016 Principals' Test** in the Region on November 6, 2016. The examination shall serve as a mechanism for selecting competent school heads (SHs) in the public basic education sector.

2. The 2016 Principals' Test is open to all aspirants for a Principal I position as required under DepEd Order (DO) No. 39, s. 2007 entitled *Modified Qualification Standards for the Positions of Head Teachers and Principals* and DO No. 97, s. 2011 entitled *Revised Guidelines on the Allocation and Reclassification of School Heads Positions.* Passing the Principals' Test is one of the requirements for appointment to a Principal Position.

3. Through the Regional Director's direction, Quality Assurance Division of DepEd Region VII, shall head the Principals' Test Regional Technical Working Group (RTWG). The RTWG shall be composed of representatives from the Human Resource Division and Personnel Section. The RO-QAD shall be responsible in the coordination with Central Office, evaluation of applicants, and supervising the preparation and the actual administration of the test. The RTWG shall submit the detailed budget proposal and financial report in the agreed timeline.

4. The applicant should meet any of the following eligibility requirements by **November 6, 2016**:

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 SPED Teacher; or
d. 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. The examination shall cover situational critical thinking questions relevant to the role of a SH anchored on the domains of the National Competency-Based Standards for School Heads (NCBSSH) stipulated in DO No. 32, s. 2010 entitled *National Adoption and Implementation of the National Competency-Based Standards for School Heads.*

a. School Leadership;
b. Instructional Leadership;
c. Creating Student-Centered Learning Climate;
d. Human Resource Management and Professional Development;
e. Parent Involvement and Community Partnership
f. School Management and Operations; and
g. Personal and Professional Attributes and Interpersonal Effectiveness

RECEIVED
DATE 5/24/16
TIME 2:00 p.m.
SIGNATURE

6. **In order to pass the examination, the test takers must obtain at least 70% correct answers in all domains.** Official final results shall be released through a DepEd Memorandum followed by the distribution of printed Certificates of Rating of all test takers.

7. Beginning 2018 Principals' Test, applicants shall only be allowed to take the examination for three consecutive times. Applicants who did not pass consecutively in the years 2015, 2016 and 2017 shall undergo a specialized preparatory course before they will be allowed to apply again.

8. Below is the revised process of application.

Step 1: Securing of the five documents below:

a. Scanned copy of **Certification of Eligibility** (See Enclosure) from the Schools Division Office (SDO) Personnel Section. This should certify that the applicant met the minimum qualifications and has no pending administrative case, as recommended by the SDO Legal/Administrative Officer and certified by the Schools Division Superintendent (SDS). Each certificate will have a unique tracking code provided by the SDO, which is a combination of the CODE of the SDO and the three-digit applicant number. The following are the Codes of the different SDOs in DepEd Region VII:

SDO	CODE
Bogo City	091
Bohol	092
Carcar City	093
Cebu	094
Cebu City	095
City of Naga	096
Danao City	097

SDO	CODE
Lapu-Lapu City	098
Mandaue City	099
Siquijor	100
Tagbilaran City	101
Talisay City	102
Toledo City	103

For instance, Juan L. Dela Cruz and Maria C. Silang are the first and 34th applicant who applied for a Certification of Eligibility from Mandaue City Division, respectively, then their unique codes shall be:

	APPLICANT'S NAME	UNIQUE TRACKING CODE
1	Dela Cruz, Juan L.	099-001
34	Silang, Maria C.	099-034

b. Scanned copy of performance rating of Very Satisfactory (VS) for the last two rating periods (PAST/PASAG in SY 2014-2015 and accomplished IPCRF using the RPMS in SY 2015-2016) certified by the SDO;
c. Scanned copy of signed Service Record
d. Scanned copy of designation as Teacher-in-Charge signed by the SDS (if applicable); and
e. Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution (if applicable).

The SDO Personnel Section shall submit to the RO-QAD the **list of eligible applicants** arranged according to unique tracking code signed by the SDS on or before **June 20, 2016**.

Step 2: Online Application (until June 18, 2016):

Applicants must apply online in the website assigned to DepED Region VII, which is **http://deped.in/2016PT7**. Application period is from **May 16 to June 18, 2016.** The online form shall no longer be accessible after the deadline. Other methods of submission such as printing online application, scanning and sending by mail, fax or email **shall not be accepted.**

Step 3: Email submission (until June 18, 2016):

Applicants shall submit the scanned document prepared during Step 1 to the email address assigned to DepED Region VII, which is **principalstest7@gmail.com**. For easy reference, they shall indicate the following in their email:

a. Subject heading: *Surname, First name*;
b. In line text: SDO, school name and cellphone number; and
c. Date and time the online form was accomplished

Only the applications of those who both answered the online application form and emailed the complete documents within the application period shall be processed.

Step 4: Validation in the Regional Office (June 20-July 8, 2016):

a. Using the **List of Eligible Applicants** submitted by the Personnel Section of SDOs and Consolidated **Data of Online Applications**, the RO-QAD shall validate the documents submitted by the applicants through email.
b. RO-QAD shall submit through email the list of qualified applicants to the National Technical Working Group (NTWG).
c. NTWG shall release a Memorandum with the list of validated name of applicants for processing of registration fee.

Step 5: Submission of ID Pictures and Registration Fee (July 8-July 29, 2016):

Only validated eligible applicants shall:

a. Submit two pieces of identical 2" x 2" ID picture with name tag taken in the last three months (with signature at the back) to the SDO personnel; and
b. Pay the registration fee of Five Hundred Pesos (P500.00) at the SDO Cashier on or before July 29, 2016. SDO shall only issue an acknowledgment receipt.

The registration fee of Five Hundred Pesos (P 500.00) shall cover various expenses relative to the preparations and implementation of the examination such as freight of Certificates of Rating, supplies and materials, travel, lodging, meals, and other expenses of organizers and monitors, communication expenses, honoraria of personnel and other incidental expenses.

Step 6: Issuance of Official Receipt (July 30-August 31, 2016):

a. The SDO Cashier shall remit the registration fees to the RO Cashier whereas the SDO Personnel Section shall submit all the 2" x 2" pictures to the RO-QAD on or before **August 5, 2016**.
b. The RO Cashier shall issue the individual official receipt with the unique tracking code addressed to the examinee. This shall be given to all test takers through the SDOs before August 31, 2016. **The official receipt issued by the RO shall serve as the examination permit.**

9. NEAP and BHROD value the credibility and integrity of the examination; they are not, in any way, affiliated with individuals or institutions offering and providing review sessions. Test applicants are warned 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 Central Office (CO), RO and SDO employees shall be subject for investigation and/or filing of corresponding administrative case. Such cases encountered shall be reported to **deped.principalstest@gmail.com**.

10. SDOs, through the Human Resource Development Section (HRDS), are highly encouraged to help prepare the applicants through the following:

a. Forming support groups similar to Learning Action Cells in school mentored by high performing SHs with integrity;
b. Familiarizing applicants with the school processes, operations, reports, challenges and actual scenarios faced by different types of SHs; 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 t to the usual accounting and auditing rules and regulations.

11. Falsification of qualifications and/or documents by the applicants or involved SDO/RO employees shall be subject to investigation with grounds on grave dishonesty as mandated by Civil Service Commission rules and regulations.

12. The RTWG must propose a minimum of three and a maximum of five regional testing centers in strategic locations subject to the approval and inspection of the NTWG. The approved testing centers shall be announced through a DepEd memorandum or advisory.

13. To ensure the orderly conduct and integrity of the examination, the RD shall be guided by the Manual of Operations. This includes logistical arrangements, coordination process, and qualifications of prescribed testing venue and personnel. The NTWG shall also conduct an orientation to all regional coordinators on or before **September 2016**.

14. For further inquiries, all concerned may contact:

a. The 2016 Principals' Test Regional Technical Working Group led by Quality Assurance Division
Telephone Number: **(032) 231-1071**
Email Address: **ro7qad@gmail.com**
Facebook Account: **Deped Region Seven Qad**

b. The 2016 Principals' Test National Technical Working Group
Email Address: **deped.principalstest@gmail.com**
Facebook Page: **http://www.facebook.com/DepEdNEAP**

15. Wide and immediate dissemination of this Memorandum is directed.

JULIET A. JERUTA, Ph.D.
Director III
Officer-in-Charge

JAJ/FYA/MCG/QAD/*MerdenBryant*

(Enclosure No. 2 to DepEd Memorandum No. 80, s. 2016)

TEMPLATE OF CERTIFICATE OF ELIGIBILITY

<----------Header of the SCHOOLS DIVISION OFFICE ---------->

Unique Tracking Code

CERTIFICATE OF ELIGIBILITY

This is to certify that the applicant has met the minimum qualifications for the 2016 Principals' Test and has **NO** pending administrative case.

Surname	*First Name*	*Middle Name*

Current Designation/ Item	*School/ Office*

Eligibility as of November 6, 2016	**From**	**To**
☐ one (1) year as Head Teacher		
☐ two (2) years as Teacher-In-Charge		
☐ two (2) years as Master Teacher		
☐ five (5) years as Teacher III		
☐ five (5) years as SPED Teacher		
☐ five (5) years as incumbent public school teacher who had 5 years of managerial & supervisory experience in DepEd recognized private institutions or CHED recognized higher education institutions		

PERFORMANCE RATING		
Rating Period	Rating Received	
SY 2014 – 2015	☐ Outstanding	☐ Very Satisfactory
SY 2015 - 2016	☐ Outstanding	☐ Very Satisfactory

Evaluated by:

Legal Officer/
Administrative Officer

Attested by:

Schools Division
Superintendent

Republic of the Philippines
Department of Education

17 MAY 2016

DepEd MEMORANDUM
No. 80, s. 2016

2016 PRINCIPALS' TEST

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

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) and the Bureau of Human Resource and Organization Development (BHROD), and all Quality Assurance Divisions of each Regional Office-Quality Assurance Division (RO-QAD), shall administer the **2016 Principals' Test** on November 6, 2016. The examination shall serve as a mechanism for selecting competent school heads (SHs) in the public basic education sector.

2. The 2016 Principals' Test is open to all aspirants for a Principal I position as required under DepEd Order (DO) No. 39, s. 2007 entitled *Modified Qualification Standards for the Positions of Head Teachers and Principals* and DO 97, s. 2011 entitled *Revised Guidelines on the Allocation and Reclassification of School Heads Positions*. Passing the Principals' Test is one of the requirements for appointment to a Principal position.

3. The regional director shall assign the RO-QAD to head the Principals' Test Regional Technical Working Group (RTWG). The RTWG shall be composed of representatives from Human Resource Division and Personnel Section. The RO-QAD shall be responsible in the coordination with Central Office, evaluation of applicants, supervising the preparation and the actual administration of the test. The RTWG shall submit the detailed budget proposal and financial report in the agreed timeline.

4. The applicant should meet any of the following eligibility requirements by **November 6, 2016**:

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 SPED Teacher; or
d. 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.

Step 2: Online Application (until June 18, 2016)

Applicants must apply online in the website assigned per region provided below. Application period is from **May 16 to June 18, 2016**. The online form shall no longer be accessible after the deadline. Other methods of submission such as printing of online application, scanning and sending by mail, fax or email **shall not be accepted**.

Step 3: Email submission (until June 18, 2016)

Applicants shall submit the scanned documents prepared during Step 1 to the email of their respective regions provided below. For easy reference, they shall indicate the following in their email:

a. Subject heading: *Surname, First Name;*
b. In line text: SDO, school name and cellphone number; and
c. Date and time the online form was accomplished.

Only the applications of those who both answered the online application form and emailed the complete documents within the application period shall be processed.

Region	Step 2: Online Application	Step 3: Email
1	http://deped.in/2016PT1	principalstest1@gmail.com
2	http://deped.in/2016PT2	principalstest2@gmail.com
3	http://deped.in/2016PT3	principalstest3@gmail.com
4A	http://deped.in/2016PT4A	principalstest4A@gmail.com
4B	http://deped.in/2016PT4B	principalstest4B@gmail.com
5	http://deped.in/2016PT5	principalstest5@gmail.com
6	http://deped.in/2016PT6	principalstest6@gmail.com
NIR	http://deped.in/2016PTNIR	principalstestnir@gmail.com
7	http://deped.in/2016PT7	principalstest7@gmail.com
8	http://deped.in/2016PT8	principalstest8@gmail.com
9	http://deped.in/2016PT9	principalstest9@gmail.com
10	http://deped.in/2016PT10	principalstest10@gmail.com
11	http://deped.in/2016PT11	principalstest11@gmail.com
12	http://deped.in/2016PT12	principalstest12@gmail.com
Caraga	http://deped.in/2016PT13	principalstest13@gmail.com
CAR	http://deped.in/2016PTCAR	principalstestcar@gmail.com
ARMM	http://deped.in/2016PTARMM	principalstestarmm@gmail.com
NCR	http://deped.in/2016PTNCR	principalstestncr@gmail.com

Step 4: Validation in the Regional Office (June 20-July 8, 2016)

a. RO-QAD shall validate the documents and SDOs the documents submitted by applicants and the online applications.
b. RO-QAD shall submit through email the list of qualified applicants to the National Technical Working Group (NTWG).
c. NTWG shall release a Memorandum with the list of validated names of applicants for processing of registration fee.

11. Falsification of qualifications and/or documents by the applicants or involved SDO/RO employees shall be subject to investigation with grounds on grave dishonesty as mandated by Civil Service Commission rules and regulations.

12. The RTWG must propose a minimum of three and a maximum of five regional testing centers in strategic locations subject to the approval and inspection of the NTWG. The approved testing centers shall be announced through a DepEd memorandum or advisory.

13. To ensure the orderly conduct and integrity of the examination, the RDs shall be guided by the Manual of Operations. This includes logistical arrangements, coordination process, and qualifications of prescribed testing venue and personnel. The NTWG shall also conduct an orientation to all regional coordinators on or before **September 2016.**

14. For further inquiries, all concerned may contact:

The 2016 Principals' Test National Technical Working Group
Email Address: deped.principalstest@gmail.com
Facebook Page: http://www.facebook.com/DepEdNEAP

15. Immediate dissemination of this Memorandum is desired.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:
As stated

References:
DepEd Order: (Nos. 97, s. 2011; 32, s. 2010 and 39, s. 2007)
DepEd Memorandum No. 18, s. 2015

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