MEMORANDUM

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

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

SUBJECT: COMPOSITION OF SCHOOLS DIVISION TECHNICAL WORKING GROUP FOR THE PRINCIPALS’ TEST 2018

DATE: September 7, 2018

This Office designates the following SDO personnel for the Composition of Schools Division Technical Working Group (SDTWG) for the Principals’ Test 2018:

Chairman: SOCORRO V. DELA ROSA
           Schools Division Superintendent

Vice-Chairman: LUISA T. DELA ROSA
               Asst. Schools Division Superintendent

Members:

   MIGUEL C. OGALINOLA
   Chief, SGOD
   Principal Test Coordinator

   EVA C. TOLENTINO
   AO V (Admin)
   SDO Evaluator

   MARICHELLE LLAVE
   AO IV (Personnel)
   SDO Evaluator

   SARAH CHIONG
   SEPS(M&E – Testing)
   SDO Evaluator

   SIONNE MAY T. CRISPINO
   EPS-II (HRDD)
   SDO Evaluator

   JENNIFER B. METICA
   Information Technology Officer-I
   Online Registration and Application In-Charge

   LIZA BERNARDO
   AO IV (Cashier)
   SDO Payment In-charge

Further, please be guided with the attached advanced copy of memo from the Regional Quality Assurance Division (RQ-QAD).

For information and guidance.
QUALIFICATION:

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.

Education Program Specialists and Senior Education Program Specialists shall be allowed to take the Principals’ Test provided that they possess the minimum Qualification Standards (QS) for Principal 1 position stipulated in DO No. 39, s. 2007 entitled “Modified Qualification Standards for the Positions of Head Teachers and Principals.”

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

TECHNICAL WORKING GROUP COMPOSITION:

1. National Technical Working Group (NTWG)

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. Regional Technical Working Group (RTWG)

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 (ITO),
      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, Regional
      Project Manager may identify/designate other personnel as Regional
      Testing Coordinator.

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

3. 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);

   c. The Division Principals’ Test (PT) 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.
OPERATIONS:

a. 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:
   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. Delivery/Shipments of Used Test Booklets back to DepEd Central Office
   d. Honoraria of all personnel involved in the orientation and conduct of the 2018 Principals’ Test

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

1. IT and Office equipment and supplies
2. Printing of the materials, such as User's Guides, Test Administration Guides and other materials and forms
3. Payment of Overtime services of authorized personnel involved in the SDO & RO online application process

Utilization of fund shall be upon approval of the Regional Director, subject to COA and accounting rules and regulations
b. Payment of Honorarium and Overtime Services

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.

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.”

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.

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

SCHEDULE:

The following is the schedule of activities prior to the conduct of the test

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10-14, 2018</td>
<td>Regional Orientation on the Conduct of the 2018 Principals’ Test and Roll-Out of the Principals’ Test Online Application System (PTOAS)</td>
</tr>
<tr>
<td>September 24 to October 12, 2018</td>
<td>Online Application</td>
</tr>
<tr>
<td>October 13-31, 2018</td>
<td>Evaluation and Validation of Applications</td>
</tr>
<tr>
<td>November 5, 2018</td>
<td>Release of the Final List of Examinees and Assignment of Testing Venues through a Regional Memorandum</td>
</tr>
</tbody>
</table>
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); and

   c. Service Record duly certified by the Administrative Officer of the Schools Division Office;

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. Experience qualification of the applicants in accordance with this DepEd Memorandum;
   
   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 evaluated documents is:
   5.1. APPROVE
      5.1.1. The applicant scans approved (with stamp) evaluated
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 “Users Guide: Account Registration” (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 “Users Guide: Application
Form” (Annex 2).

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 “pre-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. Qualification of the applicants in accordance with Item 4 of this DepEd Memorandum;
   b. Completeness of the application and uploaded attachments;
   c. Authenticity of the information provided and documents uploaded by ensuring that the attachments bear the stamp “pre-evaluated” and duly signed by the SDO evaluator; and
   d. 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.
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.