March 18, 2015

DIVISION MEMORANDUM
No. 34, s. 2015

2015 PRINCIPAL’S TEST

To: Chief Education Supervisors
   Education Program Supervisors/Division Coordinators
   Public Schools District Supervisors
   Elementary and Secondary School Heads/TIC’s
   All Other Concerned

1. With reference to DepEd Memorandum No. 18, s. 2015 and Advisory from DepED-ROV dated March 13, 2015, the Department of Education through the National Educators Academy of the Philippines (NEAP) shall administer the 2015 Principal’s Test on June 21, 2015. The examination shall serve as mechanism for selecting competent school heads in the public education sector.

2. The 2015 Principals’ Test is open to all aspirants for Principal I position as required under DepEd Order No. 97, s. 2011 entitled Revised Guidelines on the allocation and Reclassification of School Heads Positions.

3. The following are the criteria in evaluating the qualifications and eligibility of the applicants who will take the test:
   a. Experience of at least any of the following: one year as head teacher, two years as teacher-in-charge, two years as master teacher, or five years as teacher III (with attachments-service record or TIC designation);
   b. Forty hours of relevant trainings (with attachments) certified by the Schools Division Office;
   c. A performance rating of Very Satisfactory (VS) for the last two years (with attachments), certified by the Schools Division Office; and
   d. Certification of no pending administrative case.

4. The test shall be held simultaneously in all identified regional testing centers in all regions with a time allocation of four hours starting from 8:00 a.m. to 12:00 noon, will cover the following topics anchored on DepEd Order No. 32, s. 2010 entitled National Adoption and Implementation of the National Competency-Based Standards for School Heads and Enhanced Basic Education Program:
   a. School Leadership;
   b. Instructional Leadership;
   c. Creating Student-Centered Learning Climate;
   d. Human Resource Management and Professional Development;
   e. Parent Involvement & Community Leadership;
   f. School Management and Operations;
   g. Personal and Professional Attributes and Interpersonal Effectiveness; and
   h. 21st Century Managerial and Leadership Skills.

5. The following are the guidelines in the filing and processing of application forms:
   a. All aspirants shall secure a copy of the application form from their respective school heads or download from http://www.deped.gov.ph/sites/default/files/memo/2015/DM_s2015_018.pdf and shall file the duly accomplished form together with supporting documents at the Schools Division Office.
   b. The Schools Division Office shall be responsible in evaluating and processing the application forms to determine the qualifications and eligibility of the applicants;
   c. A registration fee of Five Hundred Pesos (P500.00) shall be collected by the cashier or any official collecting officer in the Schools Division Office. Each examinee shall be issued a corresponding official receipt by the collecting officer.
   d. The last day for filing will be on March 31, 2015. There shall be NO extension in the deadline of filing of application forms.

6. Immediate dissemination of this memorandum is desired.

By Authority of the Schools Division Superintendent:

EVA S. TOLENTINO
Administrative Officer V
Officer-in-Charge

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

EXAMINATIONS  OFFICIALS  TESTS
QUALIFICATIONS  PROMOTIONS  WORKSHOPS
INSTRUCTIONS:
Please read the application requirements in the attached DepEd memo. DO NOT APPLY IF NOT QUALIFIED.
Write legibly using black ink. All applications must be filled personally by the applicant.
If submitted information was proven inaccurate or falsified, applicant is automatically disqualified to take the exam.

<table>
<thead>
<tr>
<th>NAME</th>
<th>(Surname)</th>
<th>(First Name)</th>
<th>(Middle Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF BIRTH</td>
<td>(DD/MM/YY)</td>
<td>AGE</td>
<td>☐ Male ☐ Female ☐ Single ☐ Married ☐ Widowed ☐ Others</td>
</tr>
<tr>
<td>PERMANENT ADDRESS:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOBILE NUMBER</td>
<td></td>
<td>TELEPHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>DepEd Employee Number</td>
<td></td>
<td>CURRENT POSITION</td>
<td></td>
</tr>
</tbody>
</table>

**EXPERIENCE**
Must meet any of the following:

<table>
<thead>
<tr>
<th>Inclusive Dates</th>
<th>Number of Years</th>
<th>Name of School and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Head Teacher (at least 1 year)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Teacher-In-Charge (at least 2 years)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Master Teacher (at least 2 years)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Teacher III (at least 3 years)</td>
<td></td>
</tr>
<tr>
<td>RELevANT TRAININGS ATTENDED (Use excessive short if necessary)</td>
<td>Inclusive Dates</td>
<td>Number of Hours</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PERFORMANCE**
Rating Period (mm/yyyy-mm/yyyy) | Evaluator's Name | Rating Received | |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>Outstanding</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>Very Satisfactory</td>
</tr>
</tbody>
</table>

I hereby declare that the information provided in this form is true and correct to the best of my knowledge and belief.

Signature over Printed Name of Applicant

Date Accomplished

☐ Paid Registration Fee (attach official receipt in the Exam Permit)

ACTION TAKEN: ☐ Approved ☐ Disapproved

REASON:

===========================================
THIS PORTION IS FOR THE EVALUATOR AT THE SCHOOLS DIVISION OFFICE.

SIGNATURE OF EVALUATOR
OVER PRINTED NAME AND POSITION

===========================================

2 x 2 picture
(with signature at the back)

--- Application for Principal's Test ---

<table>
<thead>
<tr>
<th>NAME</th>
<th>(Surname)</th>
<th>(First Name)</th>
<th>(Middle Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGION</td>
<td></td>
<td>DIVISION</td>
<td>APPLICANT NUMBER</td>
</tr>
</tbody>
</table>

BRING THE FOLLOWING ON EXAM DAY

1. This Exam Permit with attached official receipt
2. Lead pencil/s No. 1 or 2 and eraser
3. Valid DepEd issued ID