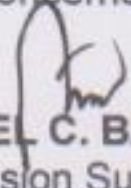




**MEMORANDUM**

**TO :** OIC-Asst. Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division  
OIC-Chief, School Governance & Operations Division  
Public School District Supervisors  
Head Teachers, Master Teachers and Teacher III  
All Others Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **CONDUCT OF CAPACITY BUILDING PROGRAM FOR EDUCATIONAL LEADERS AND 2018 PRINCIPAL'S TEST TAKERS**

**DATE :** August 13, 2018

Relative to the conduct of the 2018 Principal's Test scheduled on November 18, 2018, this Office through the Human Resource Development Section will conduct Capacity Building Program for Educational Leaders and 2018 Principal's Test Takers on **November 12-14, 2018**.

The program recognizes the necessity for the adequate preparation and development of beginning school heads, head teachers and master teachers both in the elementary and secondary schools. It also aims to develop the knowledge, skills and attitude of aspiring leaders in the different dimensions of the National Competency Based Standards for School Heads (NCBSSH).

Head Teachers, Master Teachers and Teacher III who would like to take the Principal's Test and attend the Capacity Building Program, are requested to submit a letter of intent signed by the School Head and addressed to the Schools Division Superintendent on or before **August 20, 2018**.

Below is the experience requirements to qualify for the test (DM 174 s. 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 public institution or Commission on Higher Education (CHED)-recognized higher education institution.

For the information and guidance of all concerned.