

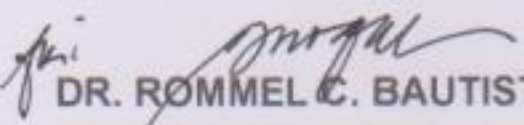


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO CITY



MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
OIC Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisors
Selected Division Personnel/Technical Working Group
Selected ICT Coordinators
Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT : **ORIENTATION ON PRINCIPALS' TEST ON-LINE APPLICATION**

DATE : September 14, 2018

Relative to the 2018 Principals' Test On-line Application, this office will conduct an Orientation on September 17, 2018 (Monday, 3:00 PM) at San Jose National High School.

All interested applicants are required to attend the said orientation so that adherence to the process and other requirements will be met. It will also serve as an avenue to give technical assistance to applicants should the need arise.

Attendees are the Technical Working Group and interested applicants. Please see attached document for the members of the TWG and the qualifications and requirements of applicants.

To determine the number of aspirants for the 2018 Principals' Test, applicants are requested to answer the link <http://bit.ly/PTOASANT>

Immediate and widest dissemination of this Memorandum is desired.



TECHNICAL WORKING GROUP

NAME	POSITION	TWG DESIGNATION
Dr. Rommel C. Bautista	Schools Division Superintendent	Chair
Dr. Gloria C. Roque	Asst. SDS	Vice-chair
Dr. Jonathan P. Domingo	SGOD Chief	Division PT Coordinator
Mr. Frederick B. Vallinas	AO V-Administrative Officer	Member
Mr. Gavino S. Francisco	AO IV-Cashier	Member
Mrs. Maria Florabel M. Tolentino	Information Technology Officer	Member
Mrs. Christine T. Coronado	AO IV-HRMO	Member
Mrs. Arlene L. Tayona	SEPS – HRTD	Evaluator 1
Mrs. Myra B. Villareal	Planning Officer	Evaluator 2
Mr. Noel C. Merino	PDO II – DRRM	Evaluator 3
Dr. Isabel M. Gonzales	SEPS - M&E	Evaluator 4
Mrs. Nowena Ganit	Clerk	Secretariat

APPLICANTS

Qualifications:

The following may apply for the 2018 Principals' Test:

As of OCTOBER 31, 2018, he/she has been appointed as:

1. Head Teacher (1 year)
2. Teacher In-Charge (2 years)
3. Master Teacher (2 years)
4. Teacher 3 /SPED Item Teacher (5 years)
5. 5 years incumbent public school teacher who had 5 years of supervisory/managerial position in private DepEd Recognized Institutions or CHED Recognized Higher Institutions
6. SEPS/EPS II with 5 years teaching experience in public school or has all the other qualifications for HT and Principal (as stated in DepEd Order 39, 2, 2007)

Interested applicants are requested to bring the following:

1. IPCRF 2015-2016 and IPCRF 2016-2017 OR OPCRf 2015-2016 and OPCRf 2016-2017
2. Updated Service Record
3. If TIC, Designation as TIC duly signed by the SDS
4. If from private DepEd Recognized Institutions with 5-year supervisory and/or managerial position, (1) Certification from the institution with details about job description and (2) Certificate of Recognition of the Private Institution (for qualification #5)

Note:

- Applicants who have failed to pass the 2015, 2016 and 2017 Principals' Test shall now be allowed to take the test.
- All applicants **MUST HAVE AN ACTIVE DEPED EMAIL ACCOUNT.**

UM-430 s.2018

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