

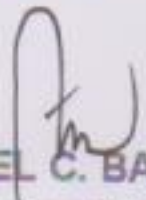


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



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
Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT : **ON-LINE APPLICATION FOR 2018 PRINCIPAL'S TEST**

DATE : September 21, 2018

Please be guided of the process to be followed for the On-line Application for the 2018 Principal's Test:

1. Submit to the Division Office (Attention: **DR. JONATHAN P. DOMINGO**) the photocopy of IPCRF. This photocopy must be marked *Verified against the Original*. A summary of the certification may also be attached. This certification should be signed by the school head.
 - For OPCRF, the photocopy will be verified against the original through **Ms. Christine Joy Cabiles**.
 - TICs must also secure their respective certification for said designation. This must be signed by the SDS.
2. All submitted documents will be checked by the evaluators.
3. Checked documents will be marked PRE-EVALUATED and signed by the evaluators. These will be the basis of the certification for the summary.
4. A certification for the summary of the IPCRF/OPCRF will be signed by **Mr. Frederick Vallinas**.
5. The PTOAS TWG will request from **Mrs. Christine Coronado** the service records of the applicants.



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6. The applicants will get the Certification for the Summary of the IPCRF/OPCRF and the Service Record from the SGOD Office or ITO Office.
7. The applicant may now register to the PTOAS.
8. The applicant may seek the assistance of the ITO in uploading their documents.
9. Once registered, all updates may be viewed through the applicant's PTOAS account or DepEd Email Account as discussed during the orientation.
10. ALL APPLICANTS MUST BE ABLE TO APPLY ON-LINE ON SEPTEMBER 24- OCTOBER 12, 2018.

Immediate and widest dissemination of this Memorandum is desired.

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@gjm/hrd

