DIVISION MEMORANDUM No. 095, s. 2017

November 9, 2017

2017 PRINCIPALS' TEST

To: Public Schools District Supervisors
   Public Elementary and Secondary School Heads
   All Others Concerned

1. This is to reiterate DepEd Memorandum No. 174, s. 2017 dated October 26, 2017, entitled 2017 Principals’ Test in which the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHRod) and the Quality Assurance Divisions of the Regional Offices (RO-QAD), shall administer the 2017 Principals’ Test on December 17, 2017.

2. Passing the Principals’ Test is one of the requirements for appointment to Principal and Assistant Principal positions in all public elementary and secondary schools, pursuant to the following DepEd Orders (DOs):
   a. DO 42, s. 2007 entitled The Revised Guidelines on Selection, Promotion and Designation of School Heads;
   b. DO 97, s. 2011 entitled Revised Guidelines on the Allocation and Reclassification of School Head Positions; and
   c. DO 41, s. 2016 entitled Additional Guidelines to DepEd Order No. 19, s. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS).

3. To qualify for the test, applicants must meet any of the following experience requirements by November 30, 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 private institution or Commission on Higher Education (CHED)-recognized higher education institution.

4. The test shall cover the competencies anchored on the domains of the National Competency-Based Standards for School Heads (NCBSSH) stipulated in DO 32, s. 2010 entitled National Adoption and Implementation of the National Competency-Based Standards for School Heads. It shall serve as a mechanism for determining the readiness of the aspiring School Heads. It shall serve as a mechanism for determining the readiness of the aspiring School Head to take on the role as a School Leader, Instructional Leader, and School Manager. As such, the domains are clustered into three, namely:
   a. School Leader
      i. School Leadership
ii. Personal and Professional Attributes and Interpersonal Effectiveness

b. Instructional Leader
   i. Instructional Leadership
   ii. Creating Student-Centered Learning Climate

c. School Manager
   i. School Management and Operations
   ii. Human Resource Management and Professional Development
   iii. Parent Involvement and Community Partnership

5. In order to pass the test, takers must obtain a rating of at least 70% in each of the three clustered domains. Official Results shall be released through a DepEd Memorandum followed by the distribution of printed Certificates of Rating to all test takers through the RO-QAD.

6. The following are the schedules in relation to the 2017 Principals’ Test:

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7. To ensure orderly application and to guide applicants and officials involved in the preparation and administration of the test, BHROD provides the detailed guidelines on the conduct of the 2017 Principals’ Test enclosed in this Memorandum.

8. Applicants who failed to pass the 2015 and 2016 Principals’ Test and will be unable to pass the 2017 examination shall be required to undergo a specialized preparatory course before applying for the test. Guidelines on the implementation of the said intervention will be issued soon.

9. For further inquiries, contact:

   **The Human Resource and Development Division**
   Bureau of Human Resource and Organizational Development
   Department of Education Central Office
   DepEd Complex, Meralco Avenue, Pasig City
   Email Address: bhrod.hrdd@deped.gov.ph
   Facebook Group: https://www.facebook.com/groups/BHROD/

10. Immediate dissemination of this Memorandum is earnestly desired.

   WINNIE E. BATOON, EdD.
   Officer In-Charge
   Office of the Schools Division Superintendent

Encl. As stated
References: DepEd Order Nos. (42 s. 2007; 97 s. 2011; 32, s. 2010; 19 and 41, s. 2016)
DepEd memorandum Nos.: 80, s. 2016 and 145, s. 2017
To be indicated in the Perpetual Index under the following subjects:
Examination Qualifications Teachers Officials School Heads Test

mvj/DM 2017 Principals Test/11092017

[Signature]

[Date: November 10, 2017]

[Sealed]
GUIDELINES ON THE CONDUCT OF THE 2017 PRINCIPALS’ TEST

I. TECHNICAL WORKING GROUP COMPOSITION AND RESPONSIBILITIES

A. National Technical Working Group (NTWG)

The Director of the Bureau of Human Resource and Organizational Development (BHROD) shall head the Principals’ Test National Technical Working Group as the Project Director in partnership with the National Educators Academy of the Philippines (NEAP). The Human Resource and Development Division (HRDD) of the BHROD is the focal office assigned to manage and facilitate the Principals’ Test activities.

Roles and Responsibilities

a. Project Director
- Ensures that the systems and processes for the test administration are in place; and
- Oversees all the activities related to the administration of the Principals’ Test.

b. Focal Office
- Ensures that all the test administration activities are done according to the standards and schedule;
- Leads the preparation of the test;
- Facilitates the printing, reproduction, and shipping of the test materials and issuance of results; and
- Organizes and manages the orientation for the Central, Regional, and Schools Division Offices personnel who are involved in the Principals’ Test and the post-evaluation activity.

B. Regional Technical Working Group (RTWG)

Each region shall constitute a Regional Technical Working Group (RTWG). The Regional Director shall assign the Chief of the Regional Quality Assurance Division (RO-QAD) as the Regional Project Director who will serve as the head of the Principals’ Test RTWG. The RTWG shall be composed of the Regional Testing Coordinator/s and representatives from the Human Resource Development Division, Personnel Section, Cash Section, and Information Technology Unit of the Regional Office.

Roles and Responsibilities

a. Regional Project Director
- Ensures that the integrity of the test is protected;
- Provides overall direction and supervision before, during, and after the administration of the test in the region, in accordance with Central Office policies and guidelines, such as, but not limited to, coordination with the NTWG, validation of applications, preparation and actual administration of the test, preparation of budget proposal, as well as selection of testing venues, supervising/room examiners, and proctors.
b. **Regional Testing Coordinator (per testing venue)**
   - Ensures that the integrity of the test is protected;
   - Ensures the orderly and systematic conduct of the Principals’ Test in his/her respective testing venue;
   - Coordinates with Barangay/Police Officials for the provision of security personnel throughout the conduct of the test;
   - Ensures complete attendance and conducts orientation of all personnel involved in the conduct of the test;
   - Recommends to the Regional Director the testing venue and ensures that the testing venue specifications/requirements detailed in Section V.A. of this Enclosure are met by conducting ocular inspection;
   - Ensures that the list of test takers per testing room is prepared and posted on the wall/door of the testing room one day before the test;
   - Ensures that the signages and locator charts are posted in proper areas for the guidance of the test takers;
   - Assists the assigned Central Office Representatives in claiming the test booklets, distribution and retrieval of test materials in the Regional Testing Venue, delivery/shipping of the test materials to DepEd Central Office, and other activities; and
   - Submits test administration reports to the Central Office Representatives.

c. **Human Resource Division Representative/s**
   - Assists the Regional Testing Coordinator in the various related activities, such as, but not limited to, preparation of the masterlist of test takers for help desk file, posting at the testing rooms, seat plan, etc.; and
   - Assists in the conduct of orientation for the room examiners and other personnel involved in the administration of the test.

d. **Personnel Section Representative/s**
   - Validates documents initially evaluated by the Schools Division Offices through the Online Application System; and
   - Checks completeness and compiles the submitted lower portion of the certification (Regional Office copy) by SDOs.

e. **Regional Information Technology Officer**
   - Creates an administrative account for the RO Validator; and
   - Provides technical assistance in the operation of the Online Application System.

f. **Regional Office Cashier**
   - Issues Individual Official Receipts of Qualified Applicants based on the masterlist of examinees who paid the examination fee submitted by the SDO Cashier; and
   - Prepares masterlist of the Individual Official Receipts indicating the Official Receipt No.

C. **Schools Division Technical Working Group (SDTWG)**

Each schools division shall constitute a Schools Division Technical Working Group (SDTWG). The Schools Division Superintendent shall assign the Chief of the School Governance and Operations Division (SGOD) to head the
Principals’ Test SDTWG as the Schools Division Principals’ Test Coordinator. The SDTWG shall be composed of the Schools Division Administrative Officer and representatives from the Personnel Unit, Cash Unit, and Information Technology Services of the Schools Division Office.

Roles and Responsibilities

a. **Schools Division Principals’ Test Coordinator**
   - Provides overall direction and supervision to ensure orderly and systematic application and evaluation/validation process in their Schools Division Offices in accordance with Central Office policies and guidelines.

b. **Schools Division Office Administrative Officer**
   - Ensures that the Schools Division Personnel Officer/Representative evaluated thoroughly the documents submitted by the qualified examinees;
   - Validates the evaluated application by signing the Certification of the qualified examinee in the box provided for the Evaluator/Validator; and
   - Secures the signature of the Schools Division Superintendent (SDS) as the approving authority of the Certification.

c. **Schools Division Office Personnel Officer/Representative**
   - Evaluates the documents submitted through the Principals' Test Online Application System;
   - Initials under the name of the Schools Division Administrative Officer in the box provided for the Evaluator/Validator; and
   - Submits the lower portion of the Certification (Regional Office copy) to the RO-QAD.

d. **Schools Division Office Cashier**
   - Collects payment from the applicants;
   - Indicates payment status in the box provided in the Certification;
   - Prepares masterlist of examinees who paid the examination fee; and
   - Remits the collected examination fees to the RO Cashier.

e. **Schools Division Information Technology Officer**
   - Creates administrative account for the SDO Evaluator; and
   - Provides technical assistance in the operation of the Online Application System.

D. **Principals’ Test Orientation and Administration Personnel**

The Regional Testing Coordinator shall manage the operations during the Orientation for Principals’ Test Administration Personnel and the actual conduct of the Test. The Central Office Representative/s assigned to the Regional Testing Venue shall monitor the operations and lead the distribution and retrieval of test materials. The Principals’ Test Administration Personnel shall include the Supervising and Room Examiners, Roving Proctors, Medical Staff, Janitors, Security Guards, and Help Desk Personnel.
Roles and Responsibilities

a. Central Office Representative/s
- Prepares materials for the orientation and actual administration of the test;
- Picks up the test booklets and answer sheets from the assigned pick up points;
- Monitors the conduct of the test in the assigned Regional Testing Venue to safeguard the integrity of the test and orderly test administration in accordance with Central Office policies and guidelines;
- Ensures synchronization of time to ensure that every test taker will start and end at the same time;
- Leads in the distribution and retrieval of test materials in the Regional Testing Venue and delivery/shipping of the test materials to DepEd Central Office;
- Provides technical assistance to the Regional Testing Coordinators; and
- Prepares and submits required test administration monitoring reports to the Project Director.

b. Supervising Examiner (1 for every 5 testing rooms)
- Protects the integrity of the test;
- Ensures the orderly and systematic conduct of the test in his/her assigned testing area;
- Reports to the Regional Testing Coordinator any issues and concerns as well as actions taken regarding the conduct of the test;
- Prepares and submits required test administration monitoring report to the Regional Testing Coordinator;
- Assists in posting the list of test takers on the wall/door of each of the testing rooms one day before the test; and
- Assists the examinees in looking for their assigned testing room.

c. Roving Proctor (3 for every Regional Testing Venue)
- Protects the integrity of the test;
- Closely monitors his/her assigned testing rooms and immediately reports any irregularities and/or administrative concerns to the Regional Testing Coordinator;
- Assists the supervising examiners in ensuring a well-organized and systematic conduct of the test;
- Provides assistance to the Room Examiners whenever necessary;
- Assists in posting signages and locator charts in proper areas for the guidance of the test takers; and
- Ensures that the companion/s of the test takers remain in the waiting area, away from the vicinity of the testing rooms.

d. Room Examiner
- Protects the integrity of the test;
- Reports any observations that might affect the integrity of the test as well as any action taken where necessary;
- Manages the conduct of the test in his/her assigned room;
- Strictly follows the procedure in the conduct of the test;
- Attends the orientation;
- Collects and returns test booklets and answer sheets according to the guidelines and ensure their completeness; and
- Submits accomplished accountability and monitoring and evaluation reports to the Regional Testing Coordinator.

e. **Medical Staff**
- Provides medical assistance when necessary; and
- Ensures that Over-the-Counter (OTC) drugs are available for emergency cases.

f. **Janitors**
- Keeps the vicinity clean and conducive to the activity;
- Ensures that the testing rooms are clean and well-lit with proper ventilation;
- Arranges the chairs of each testing room in accordance to the layout of the seat plan; and
- Keeps the restroom clean and ensures availability of tissue and soap.

g. **Security Guard**
- Takes charge of the safety and security of the testing venue;
- Roves around to ensure peace and orderliness of the surroundings; and
- Assists the companion/s of the test takers to the waiting area.

h. **Financial Staff (1 cash, 1 accounting)**
- Protects the integrity of the test;
- Ensures that payments for concerned personnel are given right after the retrieval of test materials and accomplished forms and in accordance with accounting and auditing rules; and
- Keeps all financial documents related to the operations of the test.

i. **Help Desk Personnel**
- Protects the integrity of the test; and
- Takes charge of the Help Desk (located strategically near the entrance of the testing venue) to respond to concerns regarding Official Receipts, masterlist of all test takers and room numbers, medical and legal concerns, etc.

**II. DOCUMENTARY REQUIREMENTS**

The applicant is required to prepare the soft copy of the following documents before the start of the registration:

1. Performance rating of Very Satisfactory (VS) for the last 2 rating periods certified by the SDO; and
2. Signed Service Record.

If Applicable,
3. Designation as Teacher-In-Charge signed by the Superintendent; and
4. Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution.

These documents will be submitted online in order to complete the application process. All documents should be scanned and saved in PDF format with file size not exceeding three (3) MB per file.

III. APPLICATION PROCESS

Step 1 Online Registration

1. To access the Principals’ Test Online Application System (PTOAS), applicants shall go to:

2. Applicants can create an account by following the steps specified in the “Users Guide: Account Registration” (Annex 1). A **VALID** and **ACTIVE** e-mail address must be used in the online registration.

3. After a successful registration, an **Examinee Number** will be generated and notifications will be sent to the applicant’s registered e-mail address. The Examinee Number shall serve as his/her reference number throughout the conduct of the Principals’ Test and shall be the basis in the issuance of results.

4. Applicants will receive notifications on the status of their application through their registered e-mail account or by logging on to their respective PTOAS Account. To avoid duplication and non-validity of application, an applicant must register only **once**.

Step 2 Online Application

1. Applicants shall log in using the registered e-mail address and password.

2. Applicants shall fill out the online application form by providing all the necessary information. You may refer to “Users Guide: Application Form” (Annex 2) for the detailed steps in filling out the online application form.

3. Attach soft copies of required documents. Applicants who are found to have falsified their qualifications and/or documents shall be subjected to investigation and may be charged with grave dishonesty as mandated by Civil Service Commission (CSC) rules and regulations.

Step 3 Evaluation of Documents

1. Through the PTOAS, documents submitted will be evaluated and validated by the Schools Division Office. Once evaluated, qualified applications will be revalidated by the Regional Office.

2. Once the application is approved for payment, the applicant will receive a notification to proceed to the Schools Division Office to submit the following:
a. A hard copy of all the submitted scanned documents;
b. Two (2) passport-size (4.5cm x 3.5cm) ID pictures taken within
   the last six (6) months with signature over printed complete
   name; and
   c. Examination fee of Five Hundred Pesos (Php 500.00).

**Step 4 Issuance of Certification and Payment**

1. Qualified applicants shall proceed to the Schools Division Office Personnel
   Unit and submit the pictures and copies of the scanned documents to the
   personnel in charge of the release of the signed Certification for verification.
2. Once the documents have been verified and the submitted pictures are
   attached to the certification (picture on the upper and lower part of the
   certification should be the same), the personnel in charge shall issue the
   system-generated Certification (duly signed by the Schools Division
   Administrative Officer and the Schools Division Superintendent) to the
   qualified applicant.
3. Qualified applicants shall proceed to the Schools Division Office Cashier to
   pay the examination fee. As proof of payment, the cashier will indicate the
   payment status in the box provided in the Certification.
4. The qualified applicants shall return to the Schools Division Office Personnel
   Unit for confirmation of payment. The personnel in charge will get the lower
   portion of the Certicate (Regional Office copy), with attached picture and
   duly signed by the test taker as to the completeness and authenticity of their
   submitted documents.
5. Once payment has been confirmed, the applicant will be tagged as paid in
   the PTOAS and will be notiﬁed of the receipt of their payment.
   The Certicate shall serve as the test taker’s test permit and should be
   presented on the day of the exam together with their valid ID (UMID, SSS,
   GSIS, Philhealth, Voter’s ID, PRC License, or Driver’s License). The assigned
   Room Examiner will distribute the Individual Ofﬁcial Receipts to the test
   takers.
6. The Regional Ofﬁce shall release a masterlist of qualiﬁed test takers through
   a memorandum. If the test takers’ name is not included, applicants may
   contact their respective Schools Division or Regional Ofﬁces.

IV. PROCESSING OF APPLICATIONS

A. Schools Division Ofﬁce Review (SDO Review)

1. The Schools Division Ofﬁce Personnel Ofﬁcer/Representative will receive,
   evaluate, and validate the application through the PTOAS.
2. Documents will be evaluated by checking the following:
   a. Correctness and authenticity of information (cross-checked
      with the records of the applicant in the SDO);
   b. Qualiﬁcation of the applicant; and
   c. Applicant’s pending cases, if any.

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3. After a thorough review, the evaluator will forward the documents to the Regional Office for the RO Review.

B. Regional Office Review (RO Review)
4. The Personnel Section Representative will receive and revalidate the application through the PTOAS.
5. Documents will be validated by:
   a. Checking the qualification of the applicant based on the qualification requirements; and
   b. Verifying from the RO Legal Officer if the applicant has no pending case.
6. After thorough review, the validator will approve the application and will forward it to the Schools Division Office for payment.

C. Approved for Payment
7. Once the application has been approved for payment, the SDO personnel in charge will print the system-generated Certification.
8. The Schools Division Personnel Officer/Representative who evaluated the documents shall put his/her initials under the name of the Schools Division Administrative Officer in the box provided for the Evaluator/Validator in the Certification.
9. The Certification will be forwarded to the SDO Administrative Officer for signature and the Schools Division Superintendent for approval.
10. The approved Certification will be returned to the Schools Division Personnel Unit and shall be given to qualified applicants.

V. OPERATIONS

A. Identification of Regional Testing Venue (RTV):
The Regional Testing Venue to be identified by the RTWG for the 2017 Principals' Test must:

1. Be conducive to test taking and free from unnecessary noise;
2. Be provided with Barangay/Police Officials for added security;
3. Be accessible via public transportation to majority of the test takers;
4. Be near to affordable accommodation;
5. Have provisions for examinees with special needs;
6. Have adequate space for parking;
7. Have a provision for a waiting area for non-examinees or companions to prevent them from entering the premises near the testing area;
8. Have clean restrooms with available water;
9. Have a sufficient number of testing rooms for the number of examinees with the following conditions:
   a. Clean, adequately lighted and ventilated;
   b. With chairs that are suitable for adults; and
   c. Can accommodate 24 chairs following the arrangement of the attached seat plan (Annex 3).
B. Identification of Examiners and Proctors
The Supervising Examiners, Roving Proctors, and Room Examiners should meet the following qualifications:

1. An incumbent Principal, Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief;
2. Not retiring in the next two (2) years;
3. Not related to any of the test takers in the assigned room up to second degree of consanguinity or affinity and should sign a disclosure statement for this purpose;
4. Not eligible to take the Principals’ Test;
5. Has proven competence and integrity; and
6. Recommended by their immediate superior.

C. Seating Arrangement
1. There must be 24 chairs in every testing room.
2. Applicants in the same testing room must come from different divisions and shall be arranged alphabetically.
3. Applicants with the same surname must be in different testing rooms.
4. Submitted passport size ID pictures shall be pasted in the seat plan template (shall be sent via e-mail to the RO-QAD Chief and RTC).

D. Utilization of the Examination Fee
For the guidance of the RO cashiers, the examination fee of Five Hundred Pesos (P 500.00) shall be utilized as follows:

1. Ten Pesos (P10) 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. Four Hundred Ninety Pesos (P 490.00) shall cover various expenses relative to the preparations and administration of the 2017 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 to the Testing Venue and back to DepEd Central Office
      - Accommodation arrangements of Organizers and Central Office Representatives
   c. Delivery/Shipments of Test Booklets going to DepEd Central Office
   d. Honoraria of all personnel involved in the orientation and conduct of the 2017 Principals’ Test
E. Payment of Honorarium

In order to ensure the peaceful and orderly conduct of the 2017 Principals’ Test, participation of Central, Regional, and Schools Division Office personnel is necessary. The orientation and administration of the test will be done on non-working days and these personnel will render services beyond their regular duties and responsibilities. In this regard, granting of honoraria to these personnel is authorized.

The computation of the honorarium for the 2017 Principals’ Test will be based on the DBM Circular No. 2007-2 dated October 1, 2007 re: Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects.

Expenses allocated for the honorarium will be drawn out from examination fees. No funds collected from the Central, Regional, and Schools Division Offices will be expended for this purpose.

Personnel who are involved during the preparation, online application and evaluation of documents shall be entitled to overtime allowance as per accounting rules and regulations.

To ensure the systematic preparation of the detailed budget proposal and financial report to be submitted by the RTWG, a sample template of the budget review and preparation is attached as Annex 3.

VI. Other Information Pertinent to the 2017 Principals' Test

1. For orderly and efficient test administration, examinees are reminded of the following:
   a. Be in their assigned Testing Venue by 7:30 am on the day of the test.
   b. Bring their Certification with valid IDs, two (2) good quality pencils, a sharpener, and a rubber eraser.
   c. The test administration will last for three hours.
   d. Anyone caught cheating (such as bringing of “kodigo”, talking to seatmates, taking photos of the test materials, use of mobile phones during the test, etc.) shall automatically be disqualified and shall be sent out immediately. He/she will be subject to investigation and/or filing of an administrative case.

2. DepEd values the credibility and integrity of the examination. The agency is not, in any way, affiliated with individuals or institutions offering and providing review sessions. A warning is given to all applicants against individuals or organizations which claim to have access to the content of the examination. Applicants, individuals, or organizations who shall directly or indirectly request for test content and/or perform an act of bribery (monetary or gifts) to Central Office (CO), RO, and SDO employees shall be subjected to investigation and/or filing of an appropriate administrative case. You may report such cases encountered to bhrod.hrdd@deped.gov.ph.

3. Schools Division Offices, through the Human Resource Development Unit, are encouraged to support the examinees through:
a. Formation of support groups similar to Learning Action Cells mentored by high performing School Heads;
b. Familiarizing applicants with the school processes, operations, reports, challenges, and actual scenarios faced by the School Heads; and
c. Organizing immersion opportunities on school processes and operations in different school typologies

All initiatives and activities shall be strictly free of charge and not to be conducted during class/office hours. Schools Division INSET funds may be used for meals and materials reproduction subject to the usual accounting and auditing rules and regulations.
User Guide: Account Registration (Annex 1)

Applicant

This brief guide is provided to help the applicants understand the steps in the online application process.

Applicant - Account Creation

Applicants must have their own personal account. This account enables to submit the application and view its status.

To Create Account:

2. In the log in page (see Figure 1.1), click "Create Account". You will be directed to Account Registration Form. (see Figure 1.2)
   Note: Applicants must enter or select their personal details. (All fields with red asterisk (*) are required.)
3. Fill up Personal Information
   • Enter First Name, Middle Name (If Applicable) and Last Name.
   • Enter Name Extension (If Applicable).
   • Select year, month and day in the dropdown list for Date of Birth.
   • Select Sex in the dropdown list.
   • Enter Mobile Number (i.e. 09XXXXXXXX).
   • Enter Landline Number (If available, include area code).
   • Enter Home Address (House No./Block/Lot No./Street/Subdivision/Village/Barangay).
   • Select Region from the dropdown list (Home Address).
   • Select Province from the dropdown list (Home Address).
   • Select City/Municipality from the dropdown list (Home Address).
4. Enter your E-mail Address.
   Note: E-mail address must be active. E-mail Addresses are not case sensitive.
5. Enter desired Password. (Passwords must be at least 8 characters long.)
6. Retype desired Password to confirm.
7. Click "Register" button to submit registration information.
8. A pop up message will appear together with your Examinee Number. Click "OK" to continue.
9. An email will be sent to your email address confirming the account creation. (see Figure 1.3)
User Guide: Account Registration (Annex 1)

Figure 1.1 - Applicant - Log In Page
User Guide: Account Registration (Annex 1)

Figure 1.2 - Applicant – Account Registration

Account Registration

Personal Information:

* First Name
  FIRST NAME

Middle Name
  MIDDLE NAME

* Last Name
  LAST NAME

Name Extension
  EXTENSION NAME

* Date of Birth
  --- Year --- * --- Month --- *
  --- Day --- *

* Sex
  Select Sex *

* Mobile Number
  09XXXXXXX

Landline Number (Include Area Code)
  AREA CODE+TELEPHONE NUMBER

* Home Address
  HOUSE/BUILDING NO. STREET/ROAD (VILLAGE/barangay)

* Region
  Select Region *

* Province
  Select Province *

* City/Municipality
  Select City/Municipality *

Log In Information:
(Please take note of your log in information)

* Email Address
  (If applicable, use your Dept Email.)

* Password (Minimum of 8 characters)
  Password

* Confirm Password
  Confirm Password

Register  Cancel
Dear MICHAEL,

This is to confirm your account in the Principals' Test Application Portal.

Please take note of your Examinee Number: XXXX.XXXXX

This will serve as your reference number throughout the conduct of the Principals' Test.

To continue with your application, log in to your account and complete the required information.

In order to have a continuous application process, please secure in advance the scanned softcopy of the following documents in PDF version:

1. Performance rating of Very Satisfactory (VS) for the last 2 rating periods certified by the SDO
2. Signed Service Record

If Applicable:
3. Designation as Teacher-In-Charge signed by the Superintendant
4. Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution

Good luck!
To log in:

1. In the log in page (see Figure 1.1), enter Email Address (The email address you entered during the account creation.)

2. Enter your Password.

3. Click “Log In” button. You will be directed to the Application Form (see Figure 1.4).
User Guide: Account Registration (Annex 1)

Applicant - Application Status

After submitting the application form, a summary page will appear showing the application status.

Note: In every change in application status an update will be sent to your email.

➢ For SDO Review (see Figure 1.5 and 1.10)
  - Applicants will receive confirmation email that his/her application was submitted to Schools Division Office.
  - Division Office (DO) personnel will evaluate the application and attached documents. Then forward to Regional Office personnel for Review.

➢ For RO Review (see Figure 1.6 and 1.10)
  - Applicants will receive confirmation email that his/her application was forwarded to Regional Office.
  - Regional Office personnel will review application then approve application for payment.

➢ For Payment (see Figure 1.7 and 1.10)
  - Applicants will receive confirmation email that his/her application has been approved for payment and SDO will issue the Certificate of Eligibility (COE). Applicant may now proceed to DO cashier for payment.

➢ Approved / Qualified (see Figure 1.8 and 1.10)
  - Applicants will receive confirmation email that his/her application has been Approved / Qualified.

➢ Disapproved (see Figure 1.9 and 1.11)
  - Applicants will receive email that his/her application has been Disapproved.
  - Note: When disapproved, applicant may re-apply.

Figure 1.5 - Application Status – Confirming of receipt via email

---

```plaintext
Principals' Test Application Status  ← Reply →

To: michael.principal@deped.gov.ph

Dear Michael,

This is to inform you that we have received your application. Your papers shall be subject to evaluation and verification at your respective Schools Division Office.

Thank you!
```

Page 6 of 15
### User Guide: Account Registration (Annex 1)

#### Figure 1.7 - Application Status – Informing that application has been approved.

<table>
<thead>
<tr>
<th>Principal's Test Application Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To:</strong> <a href="mailto:principals.test@deped.gov.ph">principals.test@deped.gov.ph</a></td>
<td></td>
</tr>
<tr>
<td><strong>From:</strong> Michael</td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong> 6:32 PM (34 minutes ago)</td>
<td></td>
</tr>
</tbody>
</table>

Dear Michael,

This is to inform you that we have received your application. Your application is approved. You may now proceed to your Regional Office to get your Certificate of Eligibility. Please bring the following:

1. Hard copy of the submitted scanned documents for verification.
2. Latest (at least 6 months) passport size picture with name tag and signature.
3. Payment for the Registration fee

Thank you!

---

#### Figure 1.8 - Application Status – For Payment

<table>
<thead>
<tr>
<th>Principal's Test Application Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To:</strong> <a href="mailto:principals.test@deped.gov.ph">principals.test@deped.gov.ph</a></td>
<td></td>
</tr>
<tr>
<td><strong>From:</strong> Michael</td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong> 6:32 PM (1 hour ago)</td>
<td></td>
</tr>
</tbody>
</table>

Dear Michael,

This is to inform you that we have received your application. Your application is approved. You may now proceed to your Regional Office to get your Certificate of Eligibility. Please bring the following:

1. Hard copy of the submitted scanned documents for verification.
2. Latest (at least 6 months) passport size picture with name tag and signature.
3. Payment for the Registration fee

Thank you!

---

#### Figure 1.9 - Application Status – Informing that documents have been verified by SDO and forwarded to RO via email

<table>
<thead>
<tr>
<th>Principal's Test Application Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To:</strong> <a href="mailto:principals.test@deped.gov.ph">principals.test@deped.gov.ph</a></td>
<td></td>
</tr>
<tr>
<td><strong>From:</strong> Michael</td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong> 6:54 PM (28 minutes ago)</td>
<td></td>
</tr>
</tbody>
</table>

Dear Michael,

This is to inform you that your Schools Division Office has verified your papers and has forwarded it to the Regional Office for final evaluation.

Thank you!
# User Guide: Account Registration (Annex 1)

## APPLICATION STATUS

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-09-30 19:49:26</td>
<td>Approved / Qualified</td>
</tr>
<tr>
<td>2017-09-30 19:17:10</td>
<td>For Payment</td>
</tr>
<tr>
<td>2017-09-30 18:54:51</td>
<td>Forward to RO for review</td>
</tr>
<tr>
<td>2017-09-30 18:32:58</td>
<td>For SDO Review</td>
</tr>
</tbody>
</table>

### Disapproved via email

**Principals' Test Application Status**

**8:05 PM (9 minutes ago)**

Dear ALLAH, This is to inform you that we have received your application. Yo...

**8:06 PM (6 minutes ago)**

Dear ALLAH,

This is to inform you that you did not qualify for the 2017 Principals’ Test. You may call your respective Schools Division Office - Personnel Unit about your application.

Thank you

## APPLICATION STATUS – Disapproved

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-09-30 20:15:25</td>
<td>Disapproved due to Lack of Documents</td>
</tr>
<tr>
<td>2017-09-30 20:14:36</td>
<td>Forward to RO for review</td>
</tr>
<tr>
<td>2017-09-30 20:14:10</td>
<td>For SDO Review</td>
</tr>
<tr>
<td>2017-09-30 20:08:38</td>
<td>Disapproved due to Please include designation as TIC.</td>
</tr>
<tr>
<td>2017-09-30 20:05:49</td>
<td>For SDO Review</td>
</tr>
</tbody>
</table>
User Guide: Account Registration (Annex 1)

Applicant - Managing Account

Personal details can be updated.

1. Click "Manage Account" (see Figure 1.5) from the main menu. You will be directed to Manage Account. (see Figure 1.12)

2. Click "Edit" button to update personal information.
   - Edit First Name, Middle Name and Last Name.
   - Edit Extension Name. (If Applicable)
   - Select Sex in the dropdown list.
   - Edit your Mobile Number or Landline Number.
   - Edit Home Address.
   - Select Region from the dropdown list.
   - Select Province from the dropdown list.
   - Select City/Municipality from the dropdown list.

3. Click "Update" button to save changes or click "Cancel" to discard changes.

4. A pop up message will appear after you successfully updated your personal details. Click "OK" to continue.
**User Guide: Account Registration (Annex 1)**

**Figure 1.12 - Applicant - Manage Account**

### Personal Information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>MICHAEL</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>RAMIREZ</td>
</tr>
<tr>
<td>Extension Name</td>
<td></td>
</tr>
</tbody>
</table>

**Birthdate**

- 09/22/1992

**Sex**

- Female

**Mobile Number**

- 09137124632

**Landline Number**

- Landline Not Collected

**Home Address**

- 83 L2 RAINBOW SUBD

**Region**

- REGION I (LUMOOS REGION)

**Province**

- LUMOOS NORTHERN

**City/Municipality**

- ADAMS

**Log In Information:**

**Email Address**

- michael.m.ramirez@gmail.com
**User Guide: Account Registration (Annex 1)**

**Applicant - Change Password**

This allows user to change their password. Take note that the new password must not be the same as the current password.

1. Click "Change password" from the main menu.
2. Enter **Current Password** in the space provided.
3. Enter the desired **New Password**.
4. Retype **Password** to confirm.
5. Click "Save" Button.
6. A pop-up message will appear after you have successfully updated your password. Click "OK" to continue.

*Figure 1.13 - Applicant - Change Password*

Your password has been updated!

**OK**
**User Guide: Account Registration (Annex 1)**

**Applicant - Help**

1. Click "Help" button to open the directory of division offices.

2. Click "Back" button. You will be redirected to your account.

*Figure 1.14 - Applicant - Help*
# User Guide: Account Registration (Annex 1)

**Figure 1.15 - Applicant - Help Page**

For inquiries / clarification, please contact your Division Office.

<table>
<thead>
<tr>
<th>Division</th>
<th>Address</th>
<th>Superintendent/Manager</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calapan City</td>
<td>Calapan City</td>
<td>Francisco C. Panchor</td>
<td>081-712-5540</td>
</tr>
<tr>
<td>Caramoan City</td>
<td>Caramoan City</td>
<td>Guadalupe E. Mercurio</td>
<td>081-775-6939</td>
</tr>
<tr>
<td>Donsol City</td>
<td>Donsol City</td>
<td>Narciso C. Maturan</td>
<td>081-755-8930</td>
</tr>
<tr>
<td>General Luna City</td>
<td>General Luna City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
<tr>
<td>Guiuan City</td>
<td>Guiuan City</td>
<td>Rafael Q. dela Cruz</td>
<td>081-785-7939</td>
</tr>
<tr>
<td>Malbato City</td>
<td>Malbato City</td>
<td>Filomena E. Gorosio</td>
<td>081-745-4930</td>
</tr>
<tr>
<td>Malita City</td>
<td>Malita City</td>
<td>Floribeth A. Sabin</td>
<td>081-735-9930</td>
</tr>
<tr>
<td>Malita City</td>
<td>Malita City</td>
<td>Floribeth A. Sabin</td>
<td>081-735-9930</td>
</tr>
<tr>
<td>Paracale City</td>
<td>Paracale City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
<tr>
<td>Sibulan City</td>
<td>Sibulan City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
<tr>
<td>Sindangan City</td>
<td>Sindangan City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
<tr>
<td>Tinglayan City</td>
<td>Tinglayan City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
<tr>
<td>Tubod City</td>
<td>Tubod City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
<tr>
<td>Tubod City</td>
<td>Tubod City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
<tr>
<td>Tubod City</td>
<td>Tubod City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
<tr>
<td>Tubod City</td>
<td>Tubod City</td>
<td>Florentino E. Rebollo</td>
<td>081-795-8271</td>
</tr>
</tbody>
</table>

---

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**User Guide: Account Registration (Annex 1)**

**Applicant - Password Recovery**

1. In the log in page (Figure 1.1), Click "Forgot Password" to reset password.
2. Enter **Email Address**.
3. Select **Year**, **Month** and **Day** of your Date of Birth in the drop down list.
4. Click "Reset" button. After clicking the reset button you will be redirected to the log in page. A temporary password will be sent to your email.

*Figure 1.1 - Applicant - Log In Page*

*Figure 1.16 - Applicant - Reset Password page*
User Guide: Account Registration (Annex 1)

Figure 1.17 - Applicant - Password Reset Information via email

Password Reset

Principals' Test <noreply.principalstest@deped.gov.ph>

8:27 PM (7 minutes ago)

to me:

Dear ALLAH,

You have requested to change your password for the Principals' Test Online Application System. A temporary password is created for you to access the system.

Your temporary password is: JMMm8A6N

After login, please change and secure your new password.

Thank you.

Applicant - Logging Out

1. Click "Log Out" button to logout. You will be redirected to the log in page.

Figure 1.18 - Applicant - Log Out

RAMIREZ, MICHAEL

PRINCIPALS'
TEST
ONLINE APPLICATION SYSTEM

User Account

Examinee Number:
XXXX-XXXX

Application Form

Application Status
Manage Account
Change Password
Help
Log Out
User Guide: Application Form (Annex 2)

Applicant - Application Form

After logging into the system, applicant must fill out all required information in the application form (see Figure 1.4).

1. School Information
   - Enter complete **School Name** (i.e., Juan De La Cruz National High School)
   - Enter corresponding **School ID** (i.e., 123456)
   - Enter complete **School Address**.
   - Select **Region** from the dropdown list.
   - Select **Division** from the dropdown list.

2. Additional Information
   - Enter **Reason for taking the exam**.
   - Enter your 7 digit **DepEd Employee Number** (i.e., 1234567) (If Applicable)
   - Select **Current Position** from the dropdown list. If "Others", specify in the space provided.
   - Select **Designation** from the dropdown list. If "Others", specify in the space provided.
   - Enter the **Number of times test was taken**. (1-10) (Enter "0" if first taker)
   - Enter the year(s) in the space provided.
   - Answer the question "Do you have any pending case?" If "Yes", specify in the space provided.

3. Attachments
   Applicants should attach soft copy of documents. The system only allows PDF file type.
   *Note: File size per document should not exceed 3 Mega Bytes (MB).*

   a. **Performance Rating for the last 2 ratings**;
   b. **Signed Service Record**;
   c. **Designation as Teacher in Charge / Officer in Charge Signed by SDS** (If Applicable) and;
   d. **Certification of Managerial and Administrative Experience** (If Applicable)

4. Click "Submit Application" button to submit application. A prompt will show that says if you are sure with your application details you can click "OK" if not click cancel.

5. A prompt will show that your application has been saved. Click "OK".
**User Guide: Application Form (Annex 2)**

**Figure 1.4 - Applicant - Application Form**

### REMINDER

Please make sure that the information provided in this application form is accurate and correct. You will no longer be able to edit after submission. Confirm submission?

- OK
- Cancel

Your application has been saved successfully.

- OK